

AGENDA

REGULAR MEETING

**PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES**

October 17, 1994

7:30 P.M.

Library Conference Room

AGENDA DESCRIPTIONS: *The Agenda descriptions are intended to give members of the public notice and a general summary of items of business to be transacted or discussed. The Board may take any action which it deems to be appropriate on the Agenda and is not limited in any way by the notice of the recommended action.*

REPORTS AND DOCUMENTATION: *Reports and documentation relating to Agenda items are on file in the Administrative Office and the Reference Department of Placentia Library District, and are available for public inspection. A copy of the Agenda packet will be available for use during the Board Meetings. Any person having any question concerning any Agenda item may call the Library Director at 714-528-1925.*

7:33 1. Roll Call. Administrative Assistant

2. Adoption of Agenda.

This is the opportunity for Board members to delete items from the Agenda, to continue items, to re-order items, and to make additions pursuant to Government Code Section 54954.2(b).

Presentation: Library Director
Recommendation: Adopt by Motion

3. Minutes of the September 19, 1994, Regular Meeting. *very short.*

Presentation: Library Director
Recommendation: Approve by Motion

4. Oral Communications. *Shubert 7136*

At this time, in accordance with California Government Code Section 54954.3, members of the public may address the Library Board of Trustees on any matter within the jurisdiction of the Board.

In accordance with Library Board Policy adopted on April 13, 1992, presentations by the public are limited to 5 minutes per person.

In accordance with California Government Code Section 54954.3, members of the public are also permitted to address the Library Board of Trustees on specific Agenda Items before and at the time that an Item is being considered by the Board.

Action may not be taken on items not on the Agenda except in emergencies or as otherwise authorized by Government Code Section 54954.2(b).

~~5.~~ Board President's Report.

The President makes announcements of general interest to the community and the Library Board of Trustees as well as conducting any ceremonial matters.

Presentation: Library Board President

~~6.~~ Friends of the Library Board of Directors Report.

Presentation: Library Board President

*Book sale
2 to SAB
2 to CLA Friends Day*

~~7.~~ Literacy Volunteers of America Board of Directors Report.

Presentation: Library Board President

~~8.~~ Placentia Library Foundation Board of Directors Report.

Presentation: Trustees Stark and West

Book Talk

CLAIMS (Items 9 -11)

Presentation: Library Director
Recommendation: Approve by Motion

Items 9 - 11 may be considered together as one motion to approve the Claims. Items may be removed for individual consideration before the Claims are adopted. Items removed must then each have a separate motion.

West/Silva
9. Nonstandard Claims in excess of \$300. (Approve)

There are no Nonstandard Claims for this period.

10. Claims forwarded by the Library Director. (Approve)

Claims forwarded by the Library Director in the amount of \$5,409.64

11. Current Claims and Payroll. (Approve)

Current Claims of \$28,707.01; Payrolls 3190, and 3191, for a cumulative payroll total of \$44,997.70
Combined total of Current Claims and Payroll of \$75,763.17.

FINANCIAL REPORT (Items 12 - 16)

Presentation: Library Director
Recommendation: Approve by Motion

Items 12 - 16 may be considered together as one motion to approve the Financial Report. Items may be removed for individual consideration before the Financial Report is adopted. Items removed must then each have a separate motion.

- west / 12-16
12. Financial Reports for September, 1994. (Receive & File)
 13. Office General Ledger & Check Registers for September, 1994. (Receive & File)
 14. Overdue Collection Report for September, 1994. (Receive & File)
 15. Debit Card System Reimbursement Report for September, 1994. (Receive & File)
 16. Gifts Report for September, 1994. (Receive & File)

GENERAL CONSENT CALENDAR (Items 17 - 26)

Presentation: Library Director
Recommendation: Approve by Motion

Items 17 - 26 may be considered together as one motion to approve the General Consent Calendar. Items may be removed for individual consideration before the General Consent Calendar is adopted. Items removed must then each have a separate motion.

- west / 17-26
17. Building Maintenance Report for September, 1994. (Receive & File)
 18. Personnel Report for September, 1994. (Receive, File, and Ratify Appointments)
 19. Volunteer Report for September, 1994. (Receive & File)
 20. Circulation Report for September, 1994. (Receive & File)
 21. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
 22. Annual Report of Financial Transactions of Special Districts, Fiscal Year 1993-1994. (Receive & File)
 23. Fiscal Year 1993-1994 Audit of Financial Transactions Management Letter. (Receive & File)
 24. Transmittal of the Meeting Room Policy as revised September 19, 1994. (Receive & File)
 25. Transmittal of the Conflict of Interest Code as revised September 19, 1994. (Receive & File)
 26. Submission of the 321 Grant (California Department of Education for the Adult Literacy Program) General Assurances Documents for Fiscal Year 1994-1995. (Receive & File)

CONTINUING BUSINESS

27. Final Report for the 75th Anniversary Celebration and Heritage Days Parade.

Presentation: Library Director

28. Review and approve final construction documents and authorize the Library Director for the LSCA Title II Handicapped Remodeling Project.

Presentation: Library Director

Recommendation: 1) Review and adopt the Construction Documents.

2) Authorize the Library Director to conduct the bid process as specified by the California Code with the deadline for receipt of bids specified as NOON on Thursday, December 1, 1994, at the Administrative Assistant's Office of the Placentia Library District.

3) Specify the date and time of bid opening as 12:30 P.M. on Thursday, December 1, 1994 in the Placentia Library District Conference Room.

NEW BUSINESS

STAFF REPORTS

29. Program Report for the Month of September, 1994. (Program Committee)
30. Children's Services Report for the Month of September, 1994. (Schneider)
31. Acquisitions Report for September, 1994. (Shook)
32. Publicity Materials produced for the Month of September, 1994. (Willauer)
33. Placentia Library Literacy Services Report for the Month of September, 1994. (Matas)
34. Families for Literacy Project Report for the Month of September, 1994. (Walters)
35. Placentia Pride Committee Report for September, 1994. (Ammar)

ADJOURNMENT

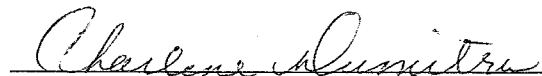
36. Agenda Preparation for the November 14, 1994, Regular Meeting.
37. Review of Action Items.

No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.

38. Adjourn

*****CERTIFICATION OF POSTING*****

I, Charlene Dumitru, Administrative Assistant for the Placentia Library District, hereby certify that the Agenda for the October 17, 1994, Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Wednesday, October 12, 1994.



CALENDAR FOR LIBRARY BOARD OF TRUSTEES

Oct 24 (Mon)	LVA Placentia Board Meeting, 6:30 P.M. (Dinsmore)
Oct 27 (Thur)	Second pre-election campaign statement due, covering the period ending October.
Nov 3-6	Friends Semi-Annual Booksale
Nov 7 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Shkoler)
Nov 10 (Thur)	System Advisory Boards Banquet, Anaheim (All Trustees)
Nov 18 (Fri)	Camp Library, overnight
Nov 14 (Mon)	Library Board Meeting, 7:30 P.M. (RESCHEDULED DATE)
Dec 2 (Fri)	Elected Trustees take Office at NOON, after taking the official oath of office.
Dec 5 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Dinsmore)
Dec 19 (Mon)	Library Board Meeting, 7:30 P.M.
Jan 2 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Evans)
Jan 3 (Tues)	Semi-annual campaign statement due for the period ending December 31, 1994.
Jan 16 (Mon)	Library Board Meeting, 7:30 P.M.
Jan 28 (Sat)	Friends Author's Luncheon, Alta Vista Country Club, NOON
Feb 3-9	American Library Association Midwinter Meeting, Philadelphia
Feb 6 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Masters)
Feb 21 (Tues)	Library Board Meeting, 7:30 P.M.
Mar 6 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Shkoler)
Mar 20 (Mon)	Library Board Meeting, 7:30 P.M.
Apr 3 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Stark)
Apr 17 (Mon)	Library Board Meeting, 7:30 P.M.

May 1 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Dinsmore)
May 15 (Mon)	Library Board Meeting, 7:30 P.M.
Jun 5 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Evans)
Jun 19 (Mon)	Library Board Meeting, 7:30 P.M.
Jun 22-29	American Library Association Annual Conference, Chicago
Jul 17 (Mon)	Library Board Meeting, 7:30 P.M.
Aug 21 (Mon)	Library Board Meeting, 7:30 P.M.
Sep 5 (Tues)	Friends of the Library Board Meeting, 7:00 P.M. (Masters)
Sep 18 (Mon)	Library Board Meeting, 7:30 P.M.
Oct 2 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Shkoler)
Oct 16 (Mon)	Library Board Meeting, 7:30 P.M.
Nov 6 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Stark)
Nov 20 (Mon)	Library Board Meeting, 7:30 P.M.
Dec 4 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Dinsmore)
Dec 18 (Mon)	Library Board Meeting, 7:30 P.M.

**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
SEPTEMBER 19, 1994**

CALL TO ORDER

The Regular Meeting of the Placentia Library District Board of Trustees was called to order on September 19, 1994 at 7:30 P.M. by President Margaret Dinsmore.

ROLL CALL

Members Present: President Margaret Dinsmore; Secretary Sandra Stark; Trustees Ray Evans and Fred West; and Library Director Elizabeth Minter.

Members Absent: Trustee Al Shkoler

Others Present: Substitute Administrative Assistant Gloria Clark; and Trustee-elect Robin Masters.

**ADOPTION OF
AGENDA**

It was moved by Trustee West, seconded by Trustee Evans to adopt the Agenda as presented.

AYES:	Dinsmore, Stark, Evans, West
NOES:	None
ABSTAIN:	None
ABSENT:	Shkoler

MINUTES

It was moved by Trustee West, seconded by Trustee Evans to approve the Minutes of the Regular Meeting of the Board of Trustees of August 15, 1994, as submitted.

AYES:	Dinsmore, Stark, Evans, West
NOES:	None
ABSTAIN:	None
ABSENT:	Shkoler

**ORAL
COMMUNICATIONS**

No members of the public requested to address the Board at this time.

**BOARD
PRESIDENT'S
REPORT**

President Dinsmore reported that on September 17, 1994, she spoke with Congressman Ed Royce and that he expressed interest in attending the District's Seventy-fifth Anniversary Celebration on October 16, 1994. She also reported that she, Trustee West and Staff member Katie Matas attended a Pension Fund Fiduciary Workshop and Luncheon presented by Dean Witter, Inc. on August 17, 1994, and that she and Katie Matas had also attended the Southern California Library Literacy Network meeting in Santa Fe Springs on September 8, 1994.

**FRIENDS OF THE
LIBRARY**

President Dinsmore reported that she attended the meeting of the Friends of the Library held on September 7, 1994. She commended Friends President Pat Irot for working over 100 hours on the Library's 75th Anniversary Celebration.

**LITERACY
VOLUNTEERS OF
AMERICA**

President Dinsmore reported that she plans to attend the Literacy Volunteers of America Annual Meeting scheduled for Monday, September 16, 1994. She requested that all Board members to make an effort to attend. Cartoonist Phil Yeh will be the guest speaker.

**SYSTEM ADVISORY
BOARD**

Director Minter reported that the Library will host the next System Advisory Board Meeting scheduled for October 26, 1994. She also reminded the Board that the Annual Banquet for the California Library Services Board in honor of the local System Advisory Board is scheduled for November 10, 1994 at the Hyatt Regency.

CLAIMS

It was moved by Trustee West, seconded by Trustee Evans to approve Agenda Items 10 through 12: Nonstandard Claims in the amount of \$0.00; Claims forwarded by Library Director in the amount of \$4,937.41; and Current Claims and Payroll in the amount of \$104,698.86.

AYES: Dinsmore, Stark, Evans, West
NOES: None
ABSTAIN: None
ABSENT: Shkoler

**FINANCIAL
REPORT**

It was moved by Trustee ^{شكولر} ~~Shkoler~~, seconded by Trustee Evans to approve Agenda Items 13 through 17: Financial Reports for July and August, 1994; Office General Ledger and Check Registers for August 1994; Overdue Collection Report for August, 1994; Debit Card System Reimbursement report for August, 1994; and Gifts Report for August, 1994.

AYES: Dinsmore, Stark, Evans, West
NOES: None
ABSTAIN: None
ABSENT: Shkoler

**GENERAL
CONSENT
CALENDAR**

It was moved by Trustee West, seconded by Trustee Evans to receive, file and approve Agenda Items 18 through 28: Building Maintenance Report for August, 1994 (Receive & File); Personnel Report for August, 1994 (Receive, File & Ratify Appointments); Volunteer Report for August, 1994 (Receive & File); Circulation Report for August, 1994 (Receive & File); Board Election Report (Receive & File); Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority (Receive & File); Annual Report to the State Library of California (Receive & File); Application for Legal Resources Grant (Receive & File and Approve Application); CLC Matching Grant Certification (Receive & File and Approve Application); Fiscal Year 1993-1994 Audit of Financial Transactions (Receive & File); Status Report on the Disabled Access Remodeling Project (Receive & File).

AYES: Dinsmore, Stark, Evans, West
NOES: None
ABSTAIN: None
ABSENT: Shkoler

**REVIEW OF PLANS
FOR 75TH
ANNIVERSARY**

Library Director Minter reported on the Heritage Day Parade. Board President Dinsmore and Friends of the Library President Pat Irot will ride in the first car; Trustees West, ~~Stark~~ Evans, and Shkoler will ride in the second car; and Principal Librarian Suad Ammar will ride with Library Director Minter in the ~~third~~ car.

Library Director Minter also reported that before the 75th Anniversary Ceremony, a brunch is planned for Huell Howser, the Library Board and other participants in the 75th Anniversary Program.

**MEETING ROOM
RENTAL CHARGES**

It was moved by Trustee West, seconded by Trustee Evans to revise the Meeting Room Policy rental fees to \$30.00 for up to four (4) hours and \$10.00 per hour for each additional hour to be effective November 1, 1994.

AYES: Dinsmore, Stark, Evans, West
NOES: None
ABSTAIN: None
ABSENT: Shkoler

Administrative Officer Jo Ann T. Jordan and Investment Officer Deborah Castellani of First American Trust, Senior Administrative Consultant Mia A. Berroya of Dun and Bradstreet and Reference Librarian Julie Shook arrived at 8:00 P.M.

**REVIEW OF
PENSION PLAN**

The Board reviewed the District's Pension Plan with Mia Berroya, representing the Plan's Administrator, Dun and Bradstreet and also with Jo Ann T. Jordan and Deborah Castellani representing the Plan's Trustee and Investment Management, First American Trust.

The Board recessed at 9:14 P.M. and reconvened at 9:20 P.M.

It was moved by Trustee West, seconded by Trustee Evans to Read Resolution 94-8, A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt an Amendment to the Placentia Library District of Orange County Money Purchase Pension Plan.

AYES: Dinsmore, Stark, Evans, West
NOES: None
ABSTAIN: None
ABSENT: Shkoler

It was moved by Trustee West, seconded by Trustee Evans to adopt Resolution 94-8. Motion was approved by roll call vote.

AYES: Dinsmore, Stark, Evans, West
NOES: None
ABSTAIN: None
ABSENT: Shkoler

**TRAVEL
AUTHORIZATIONS**

It was moved by Trustee West, seconded by Trustee Evans to approve the Travel Authorizations as follows:

1. National Society of Fund Raising Executives (NSFRE), \$ 445.50
Los Angeles Chapter, Annual Fund Raising Day in L.A.
Monday, September 26, 1994, Los Angeles Convention Center.
Stark, West, and Minter.
2. Independent Special Districts of Orange County (ISDOC), \$ 75.00
quarterly membership meeting. Thursday, October 20, 1994.
Two Trustees and Minter.
3. On-Line/CD-ROM Conference, San Francisco, \$1,793.68
October 24-26, 1994. Minter and Shook.
4. Literacy Volunteers of America National Conference \$1,434.64
(LVA), November 2-5, 1994, San Diego. Dinsmore, Ammar,
Matas, and Walters.
5. California Library Services Board System Advisory \$210.00
Board Annual Awards Banquet, Hyatt Alicante Hotel,
Garden Grove, Thursday, November 10, 1994. All
Trustees and Minter.

6. California Library Association Annual Conference \$1,467.00
(CLA), November 12-15, 1994, Anaheim. Dinsmore,
Shkoler, Minter, Ammar, Schneider, McClain, Shook, Burkich,
and Willauer.

AYES: Dinsmore, Stark, Evans, West
NOES: None
ABSTAIN: None
ABSENT: Shkoler

**REVIEW AND
ADOPTION OF THE
PLACENTIA
LIBRARY DISTRICT
CONFLICT OF
INTEREST POLICY**

It was moved by Trustee West, seconded by Trustee Evans to read Resolution 94-9, A Resolution of the Board of Trustees of the Placentia Library District of Orange County to amend the current Placentia Library District Conflict of Interest Code in Accordance with the Fair Political Practices Commission Model, by title only.

AYES: Dinsmore, Stark, Evans, West
NOES: None
ABSTAIN: None
ABSENT: Shkoler

It was moved by Trustee West, seconded by Trustee Evans to adopt Resolution 94-9. Motion was approved by roll call vote.

AYES: Dinsmore, Stark, Evans, West
NOES: None
ABSTAIN: None
ABSENT: Shkoler

STAFF REPORTS

It was moved by Trustee West, seconded by Secretary Stark to receive and file Agenda Items 35 through 41: Program Report for Month of August, 1994; Children's Services Report for the month of August, 1994; Acquisitions Report for August, 1994; Publicity Materials Produced for the Month of August, 1994; Placentia Library Literacy Services Report for the Month of August, 1994; Families for Literacy Project Report for the Month of August, 1994; Placentia Pride Committee Report for August, 1994.

AYES: Dinsmore, Stark, Evans, West
NOES: None
ABSTAIN: None
ABSENT: Shkoler

**AGENDA
PREPARATION FOR
OCTOBER 17, 1994
REGULAR
MEETING**

Approval of the Specification of Bids for Construction for the LSCA
Title II Disabled Access Remodeling Project.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of Placentia Library
District adjourned at 10:16 P.M.

Sandra M. Stark, Secretary



September 7, 1994

TO: Bert Scott, Director, General Services Agency

FROM: John Adams, County Librarian, OCPL *JA*

SUBJECT: REGISTER EDITORIAL OF SEPT 7

The editorial in today's Register ("On the right page") attempts to describe several specific instances regarding public library operations and funding in Southern California. A number of the representations appearing in the editorial are incorrect, and I thought it would be helpful if the errors of fact in the piece were identified.

The piece cites the Palm Springs Public Library as a "model of entrepreneurship, stretching library dollars." In point of fact, residents of Palm Springs are currently paying \$34 per capita per year in taxes for library services, as compared with less than half that, \$13 per year, for residents of the Riverside County Library District (or compared to \$18 for OCPL).

The editorial cites Andrew Carnegie, as "the private benefactor of so many of our 'public' libraries." In point of fact, Carnegie's agreement with cities in the era of his library contributions required that the communities receiving Carnegie funds (for building construction) commit to taxing themselves to pay for continuing operation of the libraries thus created.

The Register praises Palm Springs Public Library for launching a library science M.A. program for the University of Arizona (although the USC library school was closed some years ago and both the UCLA and UC Berkeley library schools were both nearly closed last year). What Palm Springs is providing, in fact, is a teleconferencing facility where U. of A. extension classes are carried. There are currently 10 library students enrolled, and while this is a valuable service for those ten students, it is not a significant revenue source or service for the community at large.

The editorial states that the neighboring city of Rancho Mirage is contracting with Palm Springs Public Library for library services. As a matter of fact, the contract has been canceled by Rancho Mirage. The Register states that Palm Springs is "more efficient and less bureaucratic than Riverside County;" again, the respective \$34 per capita versus \$13 per capita costs should be recognized.

The piece says that "the money Rancho Mirage is saving on the new arrangement will allow construction of a library building, whereas the County provided, for the same amount of dollars, only a one-day-a-week bookmobile." This is perhaps the grossest distortion in the entire editorial. In fact, voter approved bond issue dollars - an additional tax - are being used to

TO: Bert Scott, Director, General Services Agency
September 7, 1994
Page 2

renovate an existing 8,000 sq. ft. building which will serve as a library for the city of Rancho Mirage. By leaving the Riverside County library system, Rancho Mirage picked up revenues of \$600,000 per year which had previously been allocated to the County library fund. The Rancho Mirage Library Board, having failed to reach a satisfactory arrangement with Palm Springs to run their new service, now estimates it will cost the City approximately \$800,000 per year to operate their library.

The editorial lauds "a non-profit group formed a couple of years back to open a citizen-run library facility" in Palm Springs. According to the article cited by the Register from Reason magazine, what happened was the Palm Springs Public Library, with its \$34 per capita, still saw it as necessary to close their Welwood Murray Memorial Library in June of 1992. The city was blocked from its original intention of selling the closed library to a developer by a 1938 deed restriction. The citizens group does indeed now operate a "library" in that location. However, it is a library with no reference service, no story hours, and no collection other than what is donated. Using the library is similar to browsing in a used book store; a pleasant experience, but scarcely satisfactory if a person needs up to date, correct and available information for their business or homework assignment.

I certainly agree with the Register that in times of such fiscal crisis, libraries, public officials and library supporters must think creatively. I believe the many recommendations in the Orange County Public Library Task Force's report - and despite the Register's reporting, there were a great many - reflect precisely that level of ingenuity and creativity that the paper calls for. But if the Register wishes to cite examples of situations where public libraries can somehow flourish and increase their levels of service without additional resources, it would be much more helpful if they at least got a few of their facts straight.

On the right page

On the issue of county library funding, at least three of Orange County's five supervisors deserve thanks for not letting their knees jerk toward their constituents' wallet-pockets. A "citizens' " task force recently suggested a new tax on property owners as the road out of the red for the county's library system, the funds for which have been diminished by Sacramento's seizure of property-tax dollars.

Supervisors Roger Stanton, Bill Steiner, and Gaddi Vasquez told the *Register's* Chris Knap that, in so many words, they're not buying. Can't more efficiencies be wrung out of the system? seemed to be the common theme of the three — a question pregnant with common sense. (Supervisor Harriett Wieder was out of town, while Supervisor Tom Riley, who appointed the tax-happy commission, was artfully ambiguous in responding to its recommendation, although he apparently had been chastened by a mini-torrent of phone calls from constituents who complained they're taxed to their keisters already, thank you.)

Any county official genuinely interested in alternatives to the old-think expedient of raising taxes ought to turn his or her eyes toward Palm Springs. Under city librarian Henry Weiss, that city's system has been a model of entrepreneurship, stretching library dollars while improving service by consolidating facilities and turning to volunteers for a significant share of tasks. It has also increased the proportion of its revenue that is generated by the library itself (rather than by taxes) from 2 percent when Proposition 13 was passed to more than 24 percent today.

The businesslike ventures that have spurred that growth include publishing and aggressively marketing a book on city history; energetic fundraising from private donors

(shades of the days of Andrew Carnegie, the private benefactor of so many of our "public" libraries); launching a library-sciences M.A. program for the University of Arizona; and contracting with the neighboring city of Rancho Mirage to handle its library services. Concerning this last point, library operations in Palm Springs are more efficient and less bureaucratic than Riverside County's, which had the Rancho Mirage contract previously; the money Rancho Mirage is saving on the new arrangement will allow construction of a library building, whereas the county provided, for the same amount of dollars, only a one-day-a-week bookmobile.

Also in Palm Springs, a non-profit group formed a couple of years back to open a citizen-run library facility. This new library, open to the general public as much as any tax-supported library, is going strong. "The citizens of Palm Springs gave books by the thousands," reports journalist Elizabeth Larson in the March issue of *Reason*. "The library now has more than 8,000 volumes in its collection — 5,000 more than the public library had — and more arrive every day." Jeremy Crocker, president of the library's board of trustees, credits the "goodheartedness and friendliness" of Palm Springs residents with helping this experiment fly.

The basic point: Raising taxes relieves public officials of the fiscal incentive to think creatively, the necessity that can mother invention and new efficiency. The supervisors in Los Angeles County went that route last week, voting for a special assessment to help buttress their libraries instead of demanding a searching performance audit of how the system spends the dollars it already has. It should be a source of pride for Orange County residents that at least three of their own supervisors aren't reading from the same book.

INFOTRAC

INFOTRAC consists of three databases: GENERAL BUSINESS FILE, MAGAZINE INDEX, NATIONAL NEWSPAPER INDEX. INFOTRAC includes millions of article references from over 700 journals and periodicals. The CD-ROM is updated monthly. Search INFOTRAC by topic. If your subject is not included, strike "E" for an expanded search.

GENERAL BUSINESS FILE provides article citations and abstracts from business periodicals. It gives full text company directory listings, company reports, industry analysis. Search by subject, company, location, industry and SIC Code. It covers public and private companies.

MAGAZINE INDEX provides timely information on many topics such as political events, consumer information, books, plays, people in the news, etc.

NATIONAL NEWSPAPER INDEX provides an index for the following U.S. newspapers: Los Angeles Times, New York Times, Washington Post, Wall Street Journal, Christian Science Monitor.

U.S. CENSUS - 1990

U.S. CENSUS provides statistical information on many aspect of U.S. life. Includes reports on Pacific Division; Los Angeles-Anaheim, Riverside (including Orange County Cities); plus U.S. Summary. Ask at the Reference Desk for the following discs covering U.S.A. Counties; California (Los Angeles County); California (San Francisco-Oakland, San Jose, Salinas, Monterey); California (all other counties). Sample information available: median home values, language spoken at home, race, ancestry, unemployment figures and much more.

HEALTH INDEX/PLUS

HEALTH INDEX/PLUS provides an index to more than 100 medical periodicals plus thousands of other magazines and newspapers.

It contains recent information on all aspects of the health field including the topics of fitness and nutrition. After entering a topic, the system will retrieve bibliographic references to articles which can be printed out. Complete text is available for some articles, with abstracts available for many others. Health Index/Plus tells you if the library subscribes to a particular periodical. The index provides timely information on all aspects of health

SIRS

**Social Issues Resource Series, Inc.
Current Affairs and Issues**

SIRS is a database of thousands of full text articles concerning a wide variety of science and social science topics. Articles originate from hundred of newspapers, magazines, journals, and government documents.

SIRS covers important and often controversial current topics as well as enduring issues in the sciences and social sciences. Complete bibliographic citations are included.

TO: Elizabeth Minter, Library Director
FROM: Katie Matas, Literacy Coordinator *KLM*
DATE: October 17, 1994
SUBJECT: **Literacy Volunteers of America Board Report for the month of September**

The Board of Directors of Literacy Volunteers of America-Placentia met on September 26, 1994. Estella Wnek attended the meeting.

Participation in the annual Heritage Days Festival was discussed. Board members, Goodman, Dinsmore, Tunstall, Ramirez and Zaidi, signed up to help staff a Literacy booth. Literacy Coordinator Matas will also participate. Items to distribute may include brochures, balloons, 1993 ornaments at a cut price, and LVA t-shirts.

Board members were encouraged to turn in a report of their volunteer hours to the Literacy Office each month.

The next meeting is scheduled for October 24, 1994 at 6:30 P.M.

PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims
October 17, 1994

DATE	REPORT NUMBER	AMOUNT
TOTAL		\$0.00

PLACENTIA LIBRARY DISTRICT
Summary of Claims Forwarded by the Library Director
October 17, 1994

DATE	REPORT NO.	AMOUNT
10/04/94	3192	\$3,764.05
10/04/94	3193	538.30
10/07/94	3194	1,107.29
TOTAL		\$5,409.64

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

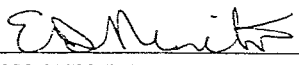
DATE Oct. 4, 1994
REPORT NO 3192

Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 707

APPROVED CLAIMS							A-C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N03752 Pacific Bell Payment Center Van Nuys, CA 91388	Sept. 19, 1994 996-2865		0700	01		30.82		
	Sept 7, 1994 251-5376					<u>85.71</u>		
						116.53		
N03645 CareAmerica 20500 Nordhoff Street Chatsworth, CA 91311-6104	October, 1994		0300	00		2,700.25		
N03650 Kinko's A/R Program P.O. Box 8033 Ventura, CA 93002-8033	Sept. 27, 1994 004002067182		1800	00		12.01		
	Sept 24, 1994 004002067122					6.47		
	Sept 20, 1994 004002067055					<u>3.23</u>		
						21.71		
Dept. 91 - 2504992996 Staples Credit Plan P.O. Box 182378 Columbus, OH 43218-2378	Sept. 1, 1994		1800	00		53.82		
	Sept. 1, 1994		1800	00		29.42		
	Sept 1, 1994		1800	09		<u>64.64</u>		
						147.88		
N06686 Office Depot P.O. Box 9767 Macon, GA 31297-9767	Aug. 19, 1994 255608		1800	00		427.87		
	Aug 30, 1994 005025					29.52		
	Sept 1, 1994 001285					68.18		
	Aug 30, 1994 005026		1800	09		10.76		
	Sept. 12, 1994 003090					<u>17.15</u>		
						553.48		
N06965 Paychex, Inc. P.O. Box 25159 Santa Ana, CA 92799-5159	Sept 1, 1994 19940901		1900	00		224.20		

The claims listed above (totaling \$ 3,764.05) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE Oct. 4, 1994
REPORT NO 3193

Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 707

APPROVED CLAIMS							A.C.'s Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N03648 Cascade Drinking Water P.O. Box 9179 Whittier, CA 90608-9179	Sept. 25, 1994 010546		1800	00		24.95		
N05030A AT&T P.O. Box 10192 Va Nuys, CA 91410-0192	Sept. 16, 1994		0700	00		11.60		
Reaan Electric 379 E. 20th Street Costa Mesa, CA 92627	August 1994		1400	00		270.00		

The claims listed above (totaling \$ 538.30) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE October 7, 1994
REPORT NO 3194

Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 707

APPROVED CLAIMS							A/C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc	SC
			BS Acct				Number	
N03646 Vision Service Plan Attn: Stefanie Gunnels P.O. Box 45210 San Francisco, CA 94145-5210	Sept. 24, 1994		0300	00		207.00		
N03650 Kinko's A/R Program P.O. Box 8033 Ventura, CA 93002-8033	Oct. 4, 1994		1800	08		151.28		
N03659 Southern California Water 130 N. Bradford Avenue Placentia, CA 92670	Sept. 30, 1994		2800	00		367.93		
N06555 Principal Mutual P.O. Box 10328 Des Moines, IA 50306	Oct 1, 1994		0300	00		381.08		

PLEASE PAY IMMEDIATELY!

The claims listed above (totaling \$ 1,107.29) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

1,107.29

PLACENTIA LIBRARY DISTRICT
 Current Claims and Payroll
 October 17, 1994

TYPE	REPORT NUMBER	AMOUNT
Immediately	3195	2,058.46
Subtotal for Immediately		2,058.46
Regular	3196	3,507.70
	3197	6,820.93
	3198	11,114.38
	3199	5,466.75
	3200	1,578.67
	3201	218.58
Subtotal for Regular		28,707.01
TOTAL CURRENT	MS	30,765.47
Payroll	3202	22,498.85
	3203	22,498.85
Subtotal for Payroll		44,997.70
	TOTAL	75,763.17

Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 707

APPROVED CLAIMS							A C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc	SC
							Number	
N03655 Spicers Paper, Inc FKA: LaSalle Paper 1298 N. Bluegum Street Anaheim, CA 92805 (Note company name change)	Sept. 21, 1994 252305		1800	00		24.76		
	Oct. 10, 1994 267124					135.28		
	Oct 3, 1994 262279					154.46		
	Oct 7, 1994 CM262279					-112.06		
	Oct. 10, 1994 267120					7.20		
						209.64		
N03752 Pacific Bell Payment Center Van Nuys, CA 91388	Oct 4, 1994 524-8408		0700	08		34.63		
N03650 Kinkos A/R Program P.O. Box 8033 Ventura, CA 93002-8033	Oct. 7, 1994 004002067314		1800	00		19.40		
	Aug 11, 1994 004002066599					28.66		
	Aug 16, 1994 004002066654					14.03		
	Aug 3, 1994 004002066492					2.10		
						64.19		
N06785 Hector Vargas Cleaning Services 318 Capistrano Street Placentia, CA 92670	Oct. 6, 1994 41474					950.00		
Servicemaster 2126 Heloise Way Placentia, CA 92670	Sept. 8, 1994		1400	00		800.00		

PLEASE PAY IMMEDIATELY!

The claims listed above (totaling \$ 2,058.46) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 707

APPROVED CLAIMS							A.C.'s Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc	SC
							Number	
N03652 Automated Office Products 573 Mercury Lane, STE A Brea, CA 92621	Oct. 5, 1994 1583 P.O. 5653		4000	00		742.40		
			1800	00		1,869.70		
N03653 Bear State 13321 Alondra Blvd. #N Santa Fe Springs, CA 90670	Oct. 4, 1994 3546		1400	00		117.42		
N03656 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711	Sept. 30, 1994		1900	00		32.71		
N03833 Brodart Automation P.O. Box 3488 Williamsport, PA 17705	Sept. 29, 1994 A18332		0700	05		423.82		
N06556 Continental Casualty Co. Spec. Risks- Kansas City P.O. Box 95033 Chicago, IL 60694	October		0300	00		207.67		
N06557 Care Resources, Inc. 9550 Warner Ave., STE 228 Fountain Valley, CA 92708	October, 1994		0300	00		35.00		
N06566 Regency Lighting 16665 Arminta St. Van Nuys, CA 91406	Sept. 28, 1994 200499		1000	00		78.98		

The claims listed above (totaling \$ 3,507.70) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

3,507.70

Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 707

APPROVED CLAIMS							A.C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc	SC
							Number	
N06671 MD Industrial P.O. Box 66012 Anaheim, CA 92816-0612	Oct. 3, 1994		1900	00		47.50		
						95.00		
N06570 Chaps Reproductions 1664 Sierra Madre Circle Placentia, CA 92670	Oct. 3, 1994 9717 Oct 11, 1994		1800	00		116.99		
						1252.82		
						750		
						2,119.81		
N06965 Paychex P.O. Box 25159 Santa Ana, CA 92799	Sept. 29, 1994 19940929		1900	00		168.70		
N03859 Ameritech FKA: Dynix, Inc. P.O. Box 27727 Salt Lake City, UT 84127 <i>(note company name change)</i>	Sept. 20, 1994 42582		4000	00		715.23		
Yours Truly 909 E. Yorba Linda Blvd, STE H Placentia, CA 92670	Sept. 30, 1994		1800	00		134.69		
Dan L. Rowland & Assoc. 1290 N. Hancock St., STE 204 Anaheim, CA 92807	Sept. 19, 1994		1900	01		3,540.00		

The claims listed above (totaling \$ 6,820.93) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

6,820.93

Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 707

APPROVED CLAIMS							A C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc	SC
			BS Acct				Number	
N01035 City of Placentia 401 E. Chapman Avenue Placentia, CA 92670	Sept. 19, 1994 52658		2800	00		5,954.67		
			1400	00		1,611.90		
						7,566.57		
N03831 Bancroft-Whitney P.O.Box 7005 San Francisco, CA 94120-7005	May 28, 1993 0387001		2400	01		78.68		
N06569 Demco 4810 Forest Run Rd. Madison, WI 53707-7488	Sept. 16, 1994 D079625		1800	00		122.90		
N06572 SPS Data Communications 419 S. Rennell San Dimas, CA 91773	Sept. 26, 1994 00009031		1900	00		567.83		
N06667 Upstart P.O. Box 800 Fort Atkinson, WI 53538-0800	Sept. 16, 1994 3257734-001		1800	00		48.65		
N06736 Library Administrator's Digest Box 993 South San Francisco, CA 94080	Sept. 14, 1994 N06736		1800	00		36.00		
N06904 SIRS P.O. Box 2348 Boca Raton, FL 33427-2348	Oct 1, 1994 272649		2400	03		1,693.75		
			4000	00		1,000.00		
						2,693.75		

The claims listed above (totaling \$ 11,114.38) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 707

APPROVED CLAIMS							A C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc	SC
							Number	
N03644 Charlene Dumitru c/o Placentia Library District 411 E. Chapman Placentia, CA 92670	Sept. 1994		2700	01		8.00		
N03660 Elizabeth D. Minter c/o Placentia Library District 411 E. Chapman Placentia, CA 92670	Sept, 1994		1800	08		128.57		
			1800	09		15.73		
			1803	00		13.00		
			1900	00		100.00		
			1900	08		250.00		
			2700	00		743.00		
			2700	01		445.00		
			2700	03		234.00		
			2700	07		1,117.70		
			2700	09		45.00		
						3,092.00		
N09114 Jeannine Walters c/o Placentia Library District 411 E. Chapman Placentia, CA 92670			2700	01		20.95		
Kidstamp P.O. Box 18699 Cleveland Heights, OH 44118	Sept. 13, 1994 29606		1800	00		20.75		
IDP 11740 San Vicente Blvd, STE 206 Los Angeles, CA 90049	Sept. 20, 1994 728		1300	00		175.00		
GST 17707 Valley View Blvd. Cerritos, CA 90703	Aug 18, 1994 100088		4000	08		2,150.05		

The claims listed above (totaling \$ 5,466.75) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 707

APPROVED CLAIMS							A C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc	SC
							Number	
N03828 Baker & Taylor P.O. Box 7247-8049 Philadelphia, PA 19170-8049	Sept. 1, 1994		2400	01		77.37		
N03833 Brodart 500 Arch Street Williamsport, PA 17705	Sept. 22, 1994 U537683 U537684		2400	01		50.97 40.81 91.78		
N03836 Childrens Press 5440 N. Cumberland Avenue Chicago, IL 60656	Sept 9, 1994 609148 Sept. 21, 1994 614114 Sept. 23, 1994 622527 Sept. 26, 1994 625794 Sept. 29, 1994 628101		2400	01		110.09 196.20 60.12 130.91 15.03 512.35		
N03842 Ingram Library Services P.O. Box 845361 Dallas, TX 75284-5361	Sept.14, 1994 29448895		2400	01		8.58		
N03851 Reed Reference Publishing P.O. Box 7247-0466 Philadelphia, PA 19170-0466	Sept 23, 1994 179206		2400	01		490.56		
N09111 EBSCO P.O. Box 92901 Los Angeles, CA 92901	Sept. 3, 1994 92182		2400	04		398.03		

The claims listed above (totaling \$ 1,578.67) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 707

APPROVED CLAIMS							A.C.'s Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
Pool & Crew 922 NW 50th Street, STE 6 Seattle, WA 98107	July 18, 1994		2400	01		101.90		
The Register P.O. Box 11942 Santa Ana, CA 92711	Oct. 7, 1994 1994-1995		2400	04		116.68		

The claims listed above (totaling \$ 218.58) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 707

APPROVED CLAIMS							A C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route # 121000358	October 17, 1994 Pay # 23 Oct. 28, 1994 Nov 10, 1994		0100-	00		20,900.00		
	FICA		0200-	00		<u>1,598.85</u>		
				TOTAL			22,498.85	
PLEASE WIRE ON THURSDAY, NOV 10, 1994!								

The claims listed above (totaling \$ 22,498.85) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

22,498.85

Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 707

APPROVED CLAIMS							A C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acc	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc Number	SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route # 121000358	October 17, 1994 Pay # 24		0100-	00		20,900.00		
	Nov. 11, 1994 Nov 24, 1994							
	FICA		0200-	00		1,598.85		
			TOTAL			22,498.85		
PLEASE WIRE ON WEDNESDAY, NOV 23, 1994!								

The claims listed above (totaling \$ 22,498.85) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

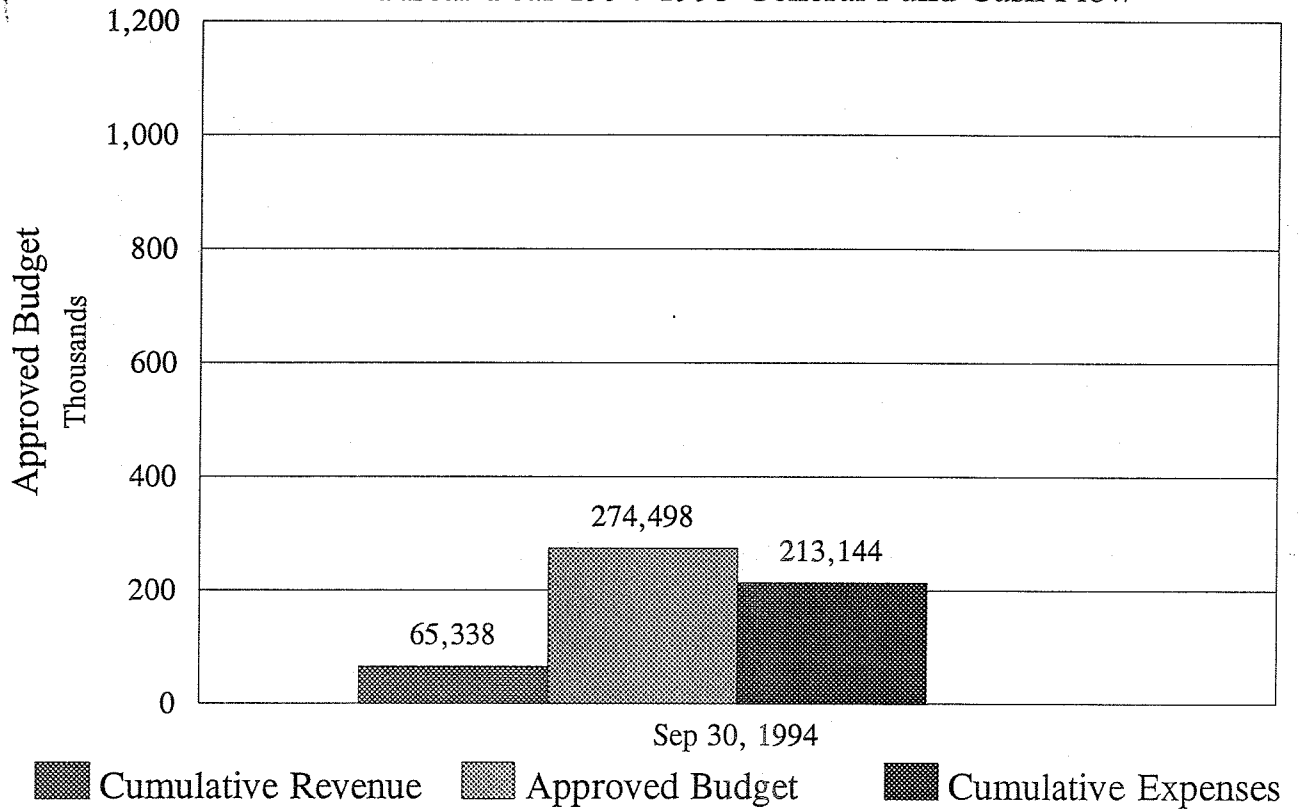
COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total 22,498.85

PLACENTIA LIBRARY DISTRICT

Fiscal Year 1994-1995 General Fund Cash Flow



Placentia Library District
Fund Balance Report
Fiscal Year 1994-1995
October 17, 1994

	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
Jun 30, 1994	103,127.76	56,387.39	291,157.38	368,800.80	7,234.80	826,708.13	457,907.33
Jul 31, 1994	102,300.76	56,387.39	291,157.38	322,354.37	7,234.80	779,434.70	457,080.33
Aug 31, 1994	97,677.22	56,387.39	291,157.38	237,226.00	7,234.80	689,682.79	452,456.79
Sep 30, 1994	103,141.36	57,423.96	260,612.69	220,994.61	7,367.79	649,540.41	428,545.80
Oct 31, 1994						0.00	0.00
Nov 30, 1994						0.00	0.00
Dec 31, 1994						0.00	0.00
Jan 31, 1995						0.00	0.00
Feb 28, 1995						0.00	0.00
Mar 31, 1995						0.00	0.00
Apr 30, 1995						0.00	0.00
May 31, 1995						0.00	0.00
Jun 30, 1995						0.00	0.00
Petty Cash	0.00	0.00	0.00	1,000.00	0.00	1,000.00	0.00
General Reserves	47,000.00	29,860.00	204,099.00	379,131.00	0.00	660,090.00	280,959.00

PLACENTIA LIBRARY DISTRICT
REVENUE REPORT FOR FUND 707
(Prepared from the Orange County Auditor's Report)
October 17, 1994

OBJECT CODE	DESCRIPTION	FY1994-95 BUDGETED	FY1994-95 YTD	FY1993-94 YTD	FY1994-95 SEP 1994	FY1993-94 SEP 1993	FY94 YTD % OF BUD
6210-00	Prop. Taxes - current secured	700,000.00	0.00	0.00	0.00	0.00	0.00%
6210-01	Public Utility	24,500.00	0.00	0.00	0.00	0.00	0.00%
6210-04	Teeter Plan - current delinquent	0.00	0.00	0.00	0.00	0.00	0.00%
	TOTAL PROP. TAXES - CURRENT SECURED	724,500.00	0.00	0.00	0.00	0.00	0.00%
6220	PROP. TAXES - CURRENT UNSECURED	50,000.00	39,701.89	43,073.55	39,701.89	43,073.55	79.40%
6230-00	Prop. Taxes - Prior Secured	50,000.00	(269.26)	0.00	0.00	0.00	
6230-01	Prior year's secured final apportionment	0.00	7,532.49	9,463.11	0.00	0.00	
6230-02	Secured prior years	0.00	0.00	6,574.25	0.00	0.00	
6230-03	Tax deed land sales	0.00	0.00	0.00	0.00	0.00	
6230-04	Teeter Plan buyout - FY1993-1994 only	0.00	0.00	0.00	0.00	0.00	
6230-10	Release of impounds	0.00	0.00	0.00	0.00	0.00	
6230-11	(1994 ERAF Refund)	0.00	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - PRIOR SECURED	50,000.00	7,263.23	16,037.36	0.00	0.00	14.53%
6240	TOTAL PROP. TAXES PRIOR UNSECURED	0.00	0.00	0.00	0.00	0.00	
6250	TAXES - SPECIAL DISTRICT AUGMENTATION	0.00	0.00	0.00	0.00	0.00	
6260	PENALTIES & COSTS ON DELINQUENT TAXES	2,500.00	0.00	2,158.05	0.00	0.00	
6280-00	Property taxes current supplemental	30,000.00	1,908.66	7,354.50	727.68	2,281.78	6.36%
6280-01	Final supplemental for prior years	0.00	108.22	979.06	0.00	0.00	
	TOTAL PROP. TAXES SUPPLEMENTAL - CURRENT	30,000.00	2,016.88	8,333.56	727.68	2,281.78	
6300	PROP. TAXES SUPPLEMENTAL - PRIOR	3,750.00	1,687.58	3,644.24	0.00	0.00	45.00%
	TOTAL TAXES	860,750.00	50,669.58	73,246.76	40,429.57	45,355.33	5.89%
6610-00	Interest	25,000.00	6,722.46	8,533.94	6,722.46	8,533.94	26.89%
6610-01	Interest - old bond fund	0.00	0.00	0.00	0.00	0.00	
6610-23	Interest on impounded taxes released	0.00	0.00	0.00	0.00	0.00	
	TOTAL INTEREST	25,000.00	6,722.46	8,533.94	6,722.46	8,533.94	26.89%
6690	STATE - HOMEOWNER PROP TAX RELIEF	14,000.00	0.00	0.00	0.00	0.00	0.00%
6970-00	State - ILL & Direct Loan Reimbursement	40,000.00	0.00	10,396.65	0.00	8,304.04	0.00%
6970-01	State - CA Foundation Funds	13,000.00	0.00	0.00	0.00	0.00	0.00%
6970-02	State - CA Literacy Campaign	10,000.00	0.00	0.00	0.00	0.00	0.00%
6970-03	State - Family Literacy	22,000.00	0.00	11,500.00	0.00	11,500.00	0.00%
6970-04	State - Dept of Education 321 Grant	0.00	3,294.00	0.00	3,294.00	0.00	0.00%
6970-05	State - LSCA II Grant	0.00	0.00	0.00	0.00	0.00	
697-007	State - Timber Yield Apport	0.00	0.00	0.00	0.00	0.00	
	TOTAL STATE - OTHER GOVERNMENTAL	85,000.00	3,294.00	21,896.65	3,294.00	19,804.04	3.88%
7670-00	LOCAL REVENUE	36,500.00	4,651.63	8,926.73	2,097.66	2,689.96	12.74%
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0.00	0.00	(8,377.24)	0.00	95.90	
7810	TRANSFER FROM OTHER LIBRARY FUNDS	76,743.00	0.00	0.00	0.00	0.00	
	FUND 707 TOTAL	1,097,993.00	65,337.67	104,226.84	52,543.69	76,479.17	5.95%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
October 17, 1994

OBJECT CODE	DESCRIPTION	FY1994-95 BUDGETED	FY1994-95 YTD	FY1993-94 YTD	FY1994-95 SEP 1994	FY1993-94 SEP 1993	FY94 YTD % OF BUD
0100	Salaries & Wages	499,767.00	144,500.00	204,086.10	41,800.00	51,700.00	28.91%
0200	Retirement	76,894.00	11,054.25	14,567.00	3,197.70	3,830.00	14.38%
	Health Insurance/Care America	24,466.00	2,619.37	8,963.70	2,341.29	2,588.24	10.71%
	Long Term Disability	2,730.00	415.34	0.00	0.00	0.00	
	Vision Service Plan	1,615.00	271.78	537.23	135.89	184.25	16.83%
	Dental	4,696.00	816.60	1,385.42	408.30	931.30	17.39%
0300	Total Employee Insurance	33,507.00	4,123.09	10,886.35	2,885.48	3,703.79	12.31%
0310	Unemployment Insurance	2,500.00	1,414.03	0.00	0.00	0.00	0.00%
0350	Workers Compensation - General	7,750.00	0.00	749.49	0.00	749.49	0.00%
	TOTAL SALARIES & EMPLOYEE BENEFITS	620,418.00	161,091.37	230,288.94	47,883.18	59,983.28	25.96%
0700-00	Communications - Telephone	3,500.00	510.35	683.19	11.71	181.04	14.58%
0700-01	Communications - Modern/Fax	0.00	236.55	0.00	192.57	0.00	
0700-02	Communications - Internet/Database	0.00	25.95	0.00	0.00	0.00	
0700-05	Communications - Computer	5,100.00	1,019.06	1,712.13	0.00	1,112.87	9.41%
0700-08	Communications - Adult Literacy	950.00	89.36	262.70	62.84	199.03	19.70%
	Total Communications	9,550.00	1,881.27	2,658.02	266.92	1,492.94	0.00%
0900-00	Food - General Fund	100.00	0.00	0.00	0.00	0.00	
0900-07	Food - 321 Grant	0.00	0.00	0.00	0.00	0.00	
0900-08	Food - Adult Literacy	0.00	30.43	0.00	0.00	0.00	
090-009	Food - Family Literacy	0.00	0.00	0.00	0.00	0.00	
	Total Food	100.00	30.43	0.00	0.00	0.00	30.43%
1000-00	Household Expense	4,500.00	690.89	877.52	0.00	0.00	15.35%
1100-00	Insurance	18,500.00	0.00	0.00	0.00	0.00	0.00%
1300-00	Maintenance of Equipment - General Fund	7,500.00	2,498.50	3,498.99	0.00	142.84	33.31%
1300-07	Maintenance of Equipment - 321 Grant	0.00	0.00	0.00	0.00	0.00	
1300-08	Maintenance of Equipment - Adult Literacy	0.00	969.00	0.00	0.00	0.00	
1300-09	Maintenance of Equipment - Family Literacy	0.00	0.00	0.00	0.00	0.00	
	Total Maintenance of Equipment	7,500.00	3,467.50	3,498.99	0.00	142.84	0.33

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
October 17, 1994

OBJECT CODE	DESCRIPTION	FY1994-95 BUDGETED	FY1994-95 YTD	FY1993-94 YTD	FY1994-95 SEP 1994	FY1993-94 SEP 1993	FY94 YTD % OF BUD
1400-00	HVAC	3,600.00	117.42	409.26	0.00	174.42	3.26%
	Carpet Cleaning	3,500.00	0.00	0.00	0.00	0.00	0.00%
	Groundskeeping, City of Placentia	22,000.00	1,696.82	5,751.26	0.00	1,699.41	7.71%
	Plumbing	750.00	0.00	0.00	0.00	0.00	0.00%
	Electrical	1,500.00	626.00	290.36	0.00	290.36	41.73%
	Cleaning Service	11,700.00	2,850.00	2,183.04	950.00	0.00	24.36%
	Locksmith	300.00	0.00	0.00	0.00	0.00	0.00%
	Other	500.00	1,989.48	175.00	1,814.48	175.00	397.90%
	Total Maintenance of Building & Grounds	43,850.00	7,279.72	8,808.92	2,764.48	2,339.19	16.60%
1600-00	Memberships - General Fund	3,000.00	50.00	135.00	0.00	135.00	1.67%
1600-07	Memberships - 321 Grant	0.00	0.00	0.00	0.00	0.00	
1600-08	Memberships - Adult Literacy	0.00	135.00	0.00	0.00	0.00	
1600-09	Memberships - Family Literacy	0.00	0.00	0.00	0.00	0.00	
	Total Memberships	3,000.00	185.00	135.00	0.00	135.00	6.17%
1700-00	Miscellaneous Expense - General Fund	0.00	0.00	0.00	0.00	0.00	
1700-07	Miscellaneous Expense - 321 Grant	0.00	0.00	0.00	0.00	0.00	
1700-08	Miscellaneous Expense - Adult Literacy	0.00	0.00	0.00	0.00	0.00	
1700-09	Miscellaneous Expense - Family Literacy	0.00	0.00	0.00	0.00	0.00	
	Total Miscellaneous Expense	0.00	0.00	0.00	0.00	0.00	ERR
1800-00	Library Supplies	6,500.00	719.20	733.59	56.00	427.51	11.06%
	Printing	9,000.00	479.95	4,146.12	367.32	2,135.77	5.33%
	EZ Copy - copy cards for sale to patrons	0.00	0.00	0.00	0.00	0.00	ERR
	Publications	1,000.00	196.45	0.00	99.00	0.00	19.65%
	Paper	900.00	231.21	451.21	231.21	436.51	25.69%
	Drinking Water Service	325.00	74.85	74.85	24.95	24.95	23.03%
	Other Office Supplies	5,500.00	266.45	1,441.40	0.00	1,004.30	4.84%
	Total Office Supply Expense - General Fund	23,225.00	1,968.11	6,847.17	778.48	4,029.04	8.47%
1800-07	Literacy Dept Educ 321 Grant Supply Expense	0.00	0.00	0.00	0.00	0.00	
	Printing	2,800.00	9.70	2,492.91	0.00	496.25	0.35%
	Publications	0.00	1,523.16	0.00	0.00	0.00	
	Paper	50.00	0.00	12.31	0.00	4.96	0.00%
	Other Office Supplies	1,800.00	0.00	76.29	0.00	0.00	0.00%
	Total Adult Literacy Office Supply Expense	4,650.00	1,532.86	2,581.51	0.00	501.21	32.96%
1800-09	Family Literacy Supply Expense	4,800.00	1,389.72	(212.21)	0.00	(255.36)	28.95%
	Total Office Expense	32,675.00	4,890.69	9,216.47	778.48	4,274.89	14.97%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
October 17, 1994

OBJECT CODE	DESCRIPTION	FY1994-95 BUDGETED	FY1994-95 YTD	FY1993-94 YTD	FY1994-95 SEP 1994	FY1993-94 SEP 1993	FY94 YTD % OF BUD
1803-00	Postage Expense - General Fund	2,000.00	56.51	(403.30)	(71.35)	(403.30)	2.83%
1803-04	Postage Expense - LSCA II Grant	0.00	19.95	0.00	0.00	0.00	
1803-08	Postage Expense - Adult Literacy	700.00	36.54	392.69	0.00	58.00	5.22%
1803-09	Postage Expense - Family Literacy	0.00	0.00	0.00	0.00	0.00	
	Total Postage Expense	2,700.00	113.00	(10.61)	(71.35)	(345.30)	4.19%
	Care Resources (Employee Assistance)	650.00	0.00	70.00	0.00	35.00	0.00%
	Pension Contribution & Operating Expenses	5,500.00	2,862.14	2,654.45	2,145.00	2,654.45	52.04%
	Anaheim Library Automated System	40,000.00	0.00	80.00	0.00	80.00	0.00%
	Clipping Service	375.00	65.42	96.13	0.00	32.71	17.45%
	Tax Collection Services & Fees by Orange County	250.00	138.85	186.99	60.10	163.33	55.54%
	Advertising	400.00	0.00	0.00	0.00	0.00	0.00%
	Medical Exams	525.00	190.00	40.50	0.00	40.50	36.19%
	Collection Services - Accounts Receivable	500.00	0.00	0.00	0.00	0.00	0.00%
	Audit	3,200.00	2,950.00	2,950.00	2,950.00	2,950.00	92.19%
	Payroll Preparation	2,800.00	319.47	1,960.46	0.00	0.00	11.41%
	Election Expenses	13,000.00	0.00	0.00	0.00	0.00	0.00%
	Staff Training in Library	0.00	0.00	0.00	0.00	0.00	ERR
	Other	8,000.00	584.96	492.73	578.50	392.73	7.31%
1900-00	Total Specialized Services - General Fund	75,200.00	7,110.84	8,531.26	5,733.60	6,348.72	9.46%
1900-01	Specialized Services - LSCA II Grant	0.00	0.00	0.00	0.00	0.00	
1900-07	Specialized Services - 321 Grant	0.00	0.00	0.00	0.00	0.00	
1900-08	Specialized Services - Adult Literacy	1,200.00	900.00	0.00	0.00	0.00	75.00%
1900-09	Specialized Services - Family Literacy	1,200.00	0.00	0.00	0.00	0.00	0.00%
1900-18	Tax Collection Services & Fees by Orange County	2,500.00	99.25	21.84	99.25	0.00	3.97%
	Total Specialized Services	80,100.00	8,110.09	8,553.10	5,832.85	6,348.72	10.12%
2000-00	Legal Notices - General Fund	700.00	0.00	70.88	0.00	0.00	0.00%
2000-01	Legal Notices - LSCA II Grant	0.00	0.00	0.00	0.00	0.00	
	Total Legal Notices	700.00	0.00	70.88	0.00	0.00	0.00%
2100-00	Rents/Leases-Equipment	0.00	0.00	0.00	0.00	0.00	
2200-00	Semi-Annual Bond Payment	35,900.00	0.00	0.00	0.00	0.00	
2300-00	Small Tools/Instruments	0.00	0.00	0.00	0.00	0.00	

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
October 17, 1994

OBJECT CODE	DESCRIPTION	FY1994-95 BUDGETED	FY1994-95 YTD	FY1993-94 YTD	FY1994-95 SEP 1994	FY1993-94 SEP 1993	FY94 YTD % OF BUD
2400-00	Special Department Expense - Miscellaneous	100.00	0.00	0.00	0.00	0.00	0.00%
2400-01	Special Department Expense - Books	110,500.00	3,700.26	7,927.77	310.96	1,408.05	3.35%
2400-02	Special Department Expense - Video	11,000.00	0.00	0.00	0.00	0.00	0.00%
2400-03	Special Department Expense - Electronic	0.00	5,622.38	0.00	0.00	0.00	0.00%
2400-04	Special Department Expense - Periodicals	15,500.00	8,068.46	6,093.03	8,068.46	2,247.99	52.05%
2400-05	Special Department Expense - Audio	13,000.00	0.00	1,180.01	0.00	0.00	0.00%
2400-07	Special Department Expense - 321 Grant	0.00	0.00	0.00	0.00	0.00	0.00%
2400-08	Special Department Expense - Adult Literacy	500.00	554.66	0.00	0.00	0.00	0.00%
2400-09	Special Department Expense - Family Literacy	500.00	0.00	0.00	0.00	0.00	0.00%
	Total Special Department Expense	151,100.00	17,945.76	15,200.81	8,379.42	3,656.04	11.88%
2600-00	Transportation/Travel - General	0.00	0.00	0.00	0.00	0.00	
2700-00	Transportation/Travel - Meetings, Staff Out of Town	7,500.00	150.50	724.24	29.50	653.62	2.01%
2700-01	Transportation/Travel - Meetings, Staff Local	0.00	12.50	0.00	12.50	0.00	
2700-02	Transportation/Travel - Meetings, Board Out of Town	0.00	0.00	0.00	0.00	0.00	
2700-03	Transportation/Travel - Meetings, Board Local	0.00	0.00	0.00	0.00	0.00	
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0.00	0.00	0.00	0.00	0.00	
2700-07	Transportation/Travel - Meetings, 321 Grant	0.00	0.00	0.00	0.00	0.00	
2700-08	Transportation/Travel - Meetings - Adult Literacy	850.00	6.00	826.14	0.00	819.89	0.71%
2700-09	Transportation/Travel - Meetings - Family Literacy	750.00	20.00	8.00	0.00	0.00	2.67%
	Total Transportation/Travel - Meetings	9,100.00	189.00	1,568.38	42.00	1,473.51	2.08%
	Electricity	58,000.00	5,636.36	16,189.57	0.00	5,529.93	9.72%
	Gas	3,075.00	0.00	283.07	0.00	0.61	0.00%
	Water	1,925.00	501.40	457.06	179.34	146.64	26.05%
280-000	Total Utilities	63,000.00	6,137.76	16,929.70	179.34	5,677.18	9.74%
	TOTAL SUPPLIES & SERVICES	462,275.00	50,921.11	67,497.18	18,172.14	25,195.01	11.02%
370-000	Taxes, Assessments (Sales Tax)	300.00	0.00	0.00	0.00	0.00	0.00%
400-000	Equipment	15,000.00	1,131.38	0.00	0.00	0.00	
400-007	Equipment - 321 Grant	0.00	0.00	0.00	0.00	0.00	
400-008	Equipment - CLC Grant	0.00	0.00	0.00	0.00	0.00	
400-009	Equipment - FFL Grant	0.00	0.00	0.00	0.00	0.00	
400-111	Equipment	0.00	0.00	0.00	0.00	0.00	
	Total Equipment	15,000.00	1,131.38	0.00	0.00	0.00	ERR
420-000	Structures/Improvements	0.00	0.00	0.00	0.00	0.00	7.54%
	TOTAL EQUIPMENT EXPENSE	15,000.00	1,131.38	0.00	0.00	0.00	7.54%
	TOTAL EXPENSES	1,097,993.00	213,143.86	297,786.12	66,055.32	85,178.29	19.41%

Placentia Library District
Balance Sheet

September 30, 1994

Assets

General Fund	13,549.34	
Literacy Fund	7,436.89	
County Exempt	12,298.28	
Payroll Account	76,412.24	
Savings (P/R Support)	2,803.31	
Savings (P/R Fees)	1,912.02	
Certificates of Deposit	25,000.00	
Total Assets		139,412.08

Liabilities

Manual Payroll Checks	11,282.07	
Payroll Taxes Payable	(191.92)	
Deferred Comp Payable	436.45	
Insurance Payable	(238.25)	
Credit Union Payable	(746.36)	
Union Dues Payable	289.72	
Other Employee Deductions	656.41	
Total Liabilities		11,488.12

Capital

Fund Balance	127,923.96	
Total Capital		127,923.96
Total Liabilities and Capital		139,412.08

PLACENTIA LIBRARY DISTRICT
Bank Reconciliation for Sanwa Bank Account 2657-00860
General Fund Petty Cash

September, 1994

Prepared 10/12/94

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				15,707.86
Checks Out				
	3979	100.00		
	3984	73.92		
	3986	250.00		
	3987	56.60		
	3988	927.00		
	3989	576.00		
	3996	100.00		
	4002	75.00		
TOTALS		2,158.52	0.00	
CHECKBOOK BAL				13,549.34

Examined
10/12/94

09/30/94

Page 1
Part 1 of 1 Parts

Placentia Library District
Income Statement For Department 01
Period Spread Sheet
1 Period(s) Ending September 30, 1994

	Total	09/30/94
Income		
Cash Register-Audio Visual	0.00	0.00
Cash Register-Mis.	2.20	2.20
Cash Register-Fines	1,706.40	1,706.40
Cash Register-Damaged Items-Not in	0.00	0.00
Cash Register-Lost Items	224.28	224.28
Cash Register-Copy Cards	0.00	0.00
Cash Register-Fax/Laminator	0.00	0.00
Cash Register-Childrens	0.00	0.00
Cash Register-Publications	0.00	0.00
Cash Register-Reserves	169.75	169.75
Cash Register-Computer Rental	66.00	66.00
Typewriter Income	0.00	0.00
Telephone Income	77.10	77.10
Copy Machine Income	309.95	309.95
State Library Reimbursements	1,288.77	1,288.77
State Library Grants	11,500.00	11,500.00
State of California Foundation Fund	0.00	0.00
Other Grants	0.00	0.00
County Reimbursements	0.00	0.00
Interest Income	0.00	0.00
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	15,344.45	15,344.45
Cost of Sales		
	-----	-----
Gross Profit (Loss)	15,344.45	15,344.45
Expenses		
Transfers to County	5,463.01	5,463.01
Employee Insurance (030)	(269.34)	(269.34)
Food (0900)	45.99	45.99
Household Expenses (100)	0.00	0.00
Maintenance-Equip (130)	0.00	0.00
Maintenance-Bldg (140)	0.00	0.00
Memberships (160)	0.00	0.00
Office Expense (180)	171.83	171.83
Postage (183)	159.16	159.16
Prof. & Spec. Services (190)	506.60	506.60
Special Departmental Expense (240)	0.00	0.00
Transportation & Travel (270)	2,528.20	2,528.20
Equipment (400)	0.00	0.00
Taxes and Fees (370)	0.00	0.00
	-----	-----
Total Expenses	8,605.45	8,605.45
	-----	-----

09/30/94

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Placentia Library District Part 1 of 1 Parts
Income Statement For Department 01
Period Spread Sheet
1 Period(s) Ending September 30, 1994

	Total	09/30/94
Operating Income (Loss)	6,739.00	6,739.00
Other Income		
Other Expenses		
Net Income (Loss)	<u>6,739.00</u>	<u>6,739.00</u>

09/30/94

Page 1

Placentia Library District
Income Statement For Department 01
YTD Actual Spread Sheet
1 Period(s) Ending September 30, 1994

Part 1 of 1 Parts

	09/30/94
Income	
Cash Register-Audio Visual	0.00
Cash Register-Mis.	56.42
Cash Register-Fines	4,916.02
Cash Register-Damaged Items-Not in Us	0.00
Cash Register-Lost Items	473.78
Cash Register-Copy Cards	0.00
Cash Register-Fax/Laminator	6.00
Cash Register-Childrens	41.00
Cash Register-Publications	0.00
Cash Register-Reserves	502.85
Cash Register-Computer Rental	196.50
Typewriter Income	25.95
Telephone Income	77.10
Copy Machine Income	461.74
State Library Reimbursements	1,288.77
State Library Grants	11,500.00
State of California Foundation Funds	0.00
Other Grants	3,294.00
County Reimbursements	5,032.60
Interest Income	0.00
Miscellaneous Income	0.00

Total Income	27,872.73
 Cost of Sales	

Gross Profit (Loss)	27,872.73
 Expenses	
Transfers to County	9,016.98
Employee Insurance (030)	(269.34)
Food (0900)	45.99
Household Expenses (100)	0.00
Maintenance-Equip (130)	0.00
Maintenance-Bldg (140)	0.00
Memberships (160)	0.00
Office Expense (180)	269.55
Postage (183)	875.48
Prof. & Spec. Services (190)	506.60
Special Departmental Expense (240)	(1,000.00)
Transportation & Travel (270)	3,024.20
Equipment (400)	0.00
Taxes and Fees (370)	0.00

Total Expenses	12,469.46

09/30/94

Page 2

Placentia Library District Part 1 of 1 Parts
Income Statement For Department 01
YTD Actual Spread Sheet
1 Period(s) Ending September 30, 1994

Operating Income (Loss)	09/30/94 15,403.27
Other Income	
Other Expenses	
Net Income (Loss)	----- 15,403.27 =====

09/30/94

Placentia Library District
Cash Disbursements
Checkbook 1 Fiscal Year 95 Period 3
General Account

Page 1

Check	Date	Payee	Amount
3979	09/12/94	Woodman Accident 0-5118-01 Prof. & Spec. Services (190)	100.00
3980	09/12/94	U.S. Postmaster 0-5116-01 Postage (183)	146.16
3981	09/12/94	Smart & Final 0-5114-01 Office Expense (180)	24.47
3982	09/13/94	Kinkos 0-5114-01 Office Expense (180)	12.88
3983	09/13/94	VOID void	0.00
3984	09/13/94	Elizabeth Minter (pe 0-5114-01 Office Expense (180)	73.92
3985	09/19/94	O.C. Auditor 0-5102-01 Transfers to County	5,463.01
3986	09/19/94	Phil Yeh 0-5118-01 Prof. & Spec. Services (190)	250.00
3987	09/19/94	Comfort Suites 0-5118-01 Prof. & Spec. Services (190)	56.60
3988	09/20/94	CLA 0-5122-01 Transportation & Travel (270)	927.00
3989	09/20/94	LVA 0-5122-01 Transportation & Travel (270)	576.00
3990	09/21/94	On-Line CD ROM 0-5122-01 Transportation & Travel (270)	390.00
3991	09/21/94	Jim Brown Travel 0-5122-01 Transportation & Travel (270)	414.20
3992	09/21/94	Federal Express 0-5116-01 Postage (183)	13.00
3993	09/21/94	Allstar Trophy 0-5114-01 Office Expense (180)	2.80
3994	09/21/94	Smart & Final 0-5114-01 Office Expense (180)	28.08

09/30/94

Placentia Library District
Cash Disbursements
Checkbook 1 Fiscal Year 95 Period 3
General Account

Page 2

Check	Date	Payee	Amount
3995	09/21/94	Plac. Chamb/Commerce 0-5122-01 Transportation & Travel (270)	6.00
3996	09/22/94	Phil Yeh 0-5118-01 Prof. & Spec. Services (190)	100.00
3997	09/26/94	Veronica Barba 0-5105-01 Food (0900)	45.99
3998	09/27/94	Savon Drugs 0-5114-01 Office Expense (180)	15.73
3999	09/27/94	NSFRE 0-5122-01 Transportation & Travel (270)	110.00
4000	09/27/94	Egghead Software 0-5114-01 Office Expense (180)	51.70
4001	09/28/94	Plac. Chamb/Commerce 0-5122-01 Transportation & Travel (270)	30.00
4002	09/30/94	ISDOC 0-5122-01 Transportation & Travel (270)	75.00
Checkbook 1 Total			8,912.54

9/30/94

Placentia Library District
Cash Disbursements
S U M M A R Y

Page 3

For Fiscal Year 95, Period 3 through Fiscal Year 95, Period 3

Account Name	Total
0-5102-01 Transfers to County	5,463.01
0-5105-01 Food (0900)	45.99
0-5114-01 Office Expense (180)	209.58
0-5116-01 Postage (183)	159.16
0-5118-01 Prof. & Spec. Services (190)	506.60
0-5122-01 Transportation & Travel (270)	2,528.20

	8,912.54
	=====

PLACENTIA LIBRARY DISTRICT
Bank Reconciliation for Sanwa Bank Account 0938-15439
Literacy Account

September 1994

Prepared 10/5/94

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				7,436.89
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				7,436.89

ESM
10/5/94

09/30/94

Page 1
Part 1 of 1 Parts

Placentia Library District
Income Statement For Department 02
Period Spread Sheet
1 Period(s) Ending September 30, 1994

	Total	09/30/94
Income		
Gifts Income	1,000.00	1,000.00
Tutor Training Income	0.00	0.00
Workshops Income	0.00	0.00
Book/Materials Income	40.00	40.00
Interest Income	5.91	5.91
Miscellaneous Income	0.00	0.00
Donations to Literacy	0.00	0.00
	-----	-----
Total Income	1,045.91	1,045.91
Cost of Sales		
	-----	-----
Gross Profit (Loss)	1,045.91	1,045.91
Expenses		
Refunds (not in use)	0.00	0.00
Travel Expense	0.00	0.00
Equipment Expense	0.00	0.00
Refreshments	0.00	0.00
Printing	0.00	0.00
LVA Expenses	0.00	0.00
Miscellaneous	0.00	0.00
Tutor Training Materials	0.00	0.00
	-----	-----
Total Expenses	0.00	0.00
Operating Income (Loss)	1,045.91	1,045.91
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	1,045.91	1,045.91
	=====	=====

09/30/94

Page 1

Placentia Library District Part 1 of 1 Parts
Income Statement For Department 02
YTD Actual Spread Sheet
1 Period(s) Ending September 30, 1994

	09/30/94
Income	
Gifts Income	1,000.00
Tutor Training Income	30.00
Workshops Income	0.00
Book/Materials Income	40.00
Interest Income	16.74
Miscellaneous Income	0.00
Donations to Literacy	0.00

Total Income	1,086.74
Cost of Sales	-----
Gross Profit (Loss)	1,086.74
Expenses	
Refunds (not in use)	0.00
Travel Expense	0.00
Equipment Expense	0.00
Refreshments	0.00
Printing	0.00
LVA Expenses	0.00
Miscellaneous	0.00
Tutor Training Materials	0.00

Total Expenses	0.00

Operating Income (Loss)	1,086.74
Other Income	
Other Expenses	

Net Income (Loss)	1,086.74
	=====

09/30/94

Placentia Library District

Page 1

Cash Disbursements

S U M M A R Y

For Fiscal Year 95, Period 3 through Fiscal Year 95, Period 3

Account Name	Total
* * N O A C T I V I T Y * *	

PLACENTIA LIBRARY DISTRICT
Bank Reconciliation for Sanwa Bank Account 2658-00932
County Exempt Account

September, 1994

Prepared 10/12/94

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				12,366.15
Checks Out				
	906	25.20		
	908	42.67		
TOTALS		67.87	0.00	
CHECKBOOK BAL				12,298.28

Sanwa
10/12/94

9/30/94

Page 1

Placentia Library District
Income Statement For Department 03
Period Spread Sheet
1 Period(s) Ending September 30, 1994

Part 1 of 1 Parts

	Total	09/30/94
Income		
Cash Register-Copy Cards-Exempt Fun	15.00	15.00
Microfilm/Microfich Income	0.00	0.00
Meeting Room Income	240.00	240.00
Test Proctoring Income	20.00	20.00
Vending Machine Income	528.60	528.60
Debit Card Income	57.00	57.00
Friends Contributions	3,350.00	3,350.00
Gifts Income	0.00	0.00
Special Gifts (Non Library)	0.00	0.00
Children's Dept Income	0.00	0.00
Lobbyist Income	1,867.04	1,867.04
Interest Income	9.54	9.54
Miscellaneous Income	0.00	0.00
Gulf Arab Grant Income	0.00	0.00
Community Grant Income	0.00	0.00
	-----	-----
Total Income	6,087.18	6,087.18
Cost of Sales		
	-----	-----
Gross Profit (Loss)	6,087.18	6,087.18
Expenses		
Copy Cards Purchase	0.00	0.00
Vend. Mach.-Repay Capital Equip.	0.00	0.00
Vending Machine Supplies	0.00	0.00
Vending Machine Repairs	0.00	0.00
Bank Fees & Services Charges	0.00	0.00
Children's Summer Reading Program	50.00	50.00
Children's Camp Library	0.00	0.00
Children's-Other	0.00	0.00
Friend's-Director's Fund	67.87	67.87
Friend's-Other Activities	0.00	0.00
Library Board Expenses	0.00	0.00
Gulf Arab Grant	0.00	0.00
Community Grant Expense	0.00	0.00
Miscellaneous	0.00	0.00
Lobbyist Expense	2,733.78	2,733.78
	-----	-----
Total Expenses	2,851.65	2,851.65
	-----	-----
Operating Income (Loss)	3,235.53	3,235.53
Other Income		
Other Expenses		

09/30/94

Page 2
Part 1 of 1 Parts
Placentia Library District
Income Statement For Department 03
Period Spread Sheet
1 Period(s) Ending September 30, 1994

	Total	09/30/94
Net Income (Loss)	<u>3,235.53</u>	<u>3,235.53</u>

9/30/94

Page 1

Placentia Library District
Income Statement For Department 03
YTD Actual Spread Sheet
1 Period(s) Ending September 30, 1994

Part 1 of 1 Parts

	09/30/94
Income	
Cash Register-Copy Cards-Exempt Fund	67.50
Microfilm/Microfich Income	0.00
Meeting Room Income	960.00
Test Proctoring Income	100.00
Vending Machine Income	1,292.20
Debit Card Income	197.00
Friends Contributions	3,350.00
Gifts Income	200.00
Special Gifts (Non Library)	0.00
Children's Dept Income	0.00
Lobbyist Income	1,867.04
Interest Income	28.20
Miscellaneous Income	0.00
Gulf Arab Grant Income	0.00
Community Grant Income	0.00

Total Income	8,061.94
Cost of Sales	

Gross Profit (Loss)	8,061.94
Expenses	
Copy Cards Purchase	0.00
Vend. Mach.-Repay Capital Equip.	0.00
Vending Machine Supplies	657.13
Vending Machine Repairs	0.00
Bank Fees & Services Charges	0.00
Children's Summer Reading Program	907.12
Children's Camp Library	0.00
Children's-Other	333.73
Friend's-Director's Fund	67.87
Friend's-Other Activities	0.00
Library Board Expenses	737.46
Gulf Arab Grant	0.00
Community Grant Expense	0.00
Miscellaneous	0.00
Lobbyist Expense	2,733.78

Total Expenses	5,437.09

Operating Income (Loss)	2,624.85
Other Income	
Other Expenses	

09/30/94

Page 2

Placentia Library District Part 1 of 1 Parts
Income Statement For Department 03
YTD Actual Spread Sheet
1 Period(s) Ending September 30, 1994

Net Income (Loss)

09/30/94

2,624.85
=====

9/30/94

Placentia Library District
Cash Disbursements
Checkbook 3 Fiscal Year 95 Period 3
County Exempt

Page 1

Check	Date	Payee	Amount
906	09/19/94	Smart & Final 0-5314-03 Friend's-Director's Fund	25.20
907	09/19/94	Calif. Advocates 0-5323-03 Lobbyist Expense	2,733.78
908	09/28/94	Hills Dancewear 0-5314-03 Friend's-Director's Fund	42.67
Checkbook 3 Total			2,801.65

09/30/94

Placentia Library District
Cash Disbursements
S U M M A R Y

Page 2

For Fiscal Year 95, Period 3 through Fiscal Year 95, Period 3

Account Name	Total
0-5314-03 Friend's-Director's Fund	67.87
0-5323-03 Lobbyist Expense	2,733.78
	<u>2,801.65</u>

PLACENTIA LIBRARY DISTRICT
Reconciliation for Bank of America Account 07605-80156
Payroll

August 1994

Prepared September 9, 1994

	NUMBER	DEBITS	CREDITS	BALANCE
Statement Balance				76,749.98
	730	89.41		
	737	94.80		
	747	37.40		
	754	87.27		
	763	28.86		
	TOTALS	337.74		
Checkbook balance				76,412.24

09/30/94

Page 1

Placentia Library District
 Income Statement For Department 04
 Period Spread Sheet
 1 Period(s) Ending September 30, 1994

Part 1 of 1 Parts

	Total	09/30/94
Income		
Transfers from County	103,396.55	103,396.55
Interest Income-CD's	0.00	0.00
Interest Income-Savings	0.00	0.00
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	103,396.55	103,396.55
 Cost of Sales	 -----	 -----
Gross Profit (Loss)	103,396.55	103,396.55
 Expenses		
Salaries	38,522.73	38,522.73
Prepaid Salaries	0.00	0.00
Employee Benefits	0.00	0.00
Employer Payroll Taxes	2,874.03	2,874.03
Payroll Processing Fees	0.00	0.00
Bank Fees and Service Charges	0.00	0.00
Miscellaneous - Unknown	0.00	0.00
	-----	-----
Total Expenses	41,396.76	41,396.76
 Operating Income (Loss)	 61,999.79	 61,999.79
 Other Income		
 Other Expenses	 -----	 -----
 Net Income (Loss)	 61,999.79 =====	 61,999.79 =====

09/30/94

Page 1
Part 1 of 1 Parts

Placentia Library District
Income Statement For Department 04
YTD Actual Spread Sheet
1 Period(s) Ending September 30, 1994

	09/30/94
Income	
Transfers from County	189,085.84
Interest Income-CD's	0.00
Interest Income-Savings	0.00
Miscellaneous Income	0.00

Total Income	189,085.84
Cost of Sales	-----
Gross Profit (Loss)	189,085.84
Expenses	
Salaries	115,804.85
Prepaid Salaries	0.00
Employee Benefits	0.00
Employer Payroll Taxes	8,570.89
Payroll Processing Fees	0.00
Bank Fees and Service Charges	0.00
Miscellaneous - Unknown	0.00

Total Expenses	124,375.74
Operating Income (Loss)	64,710.10
Other Income	
Other Expenses	-----
Net Income (Loss)	64,710.10
	=====

09/30/94

Placentia Library District
Cash Disbursements
Checkbook 4 Fiscal Year 95 Period 3
Payroll Account

Page 1

Check	Date	Payee		Amount
599	09/21/94	Katherine Matas		405.86
		0-5402-04 Salaries	405.86	
600	09/21/94	O.C. Auditor		121.87
		0-2040-00 Insurance Payable	121.87	
601	09/26/94	Cheryl Hyman		353.05
		0-1040-00 Payroll Account	353.05	

Checkbook 4 Total				880.78

09/30/94

Placentia Library District
Cash Disbursements
S U M M A R Y

Page 2

For Fiscal Year 95, Period 3 through Fiscal Year 95, Period 3

Account Name	Total
0-1040-00 Payroll Account	353.05
0-2040-00 Insurance Payable	121.87
0-5402-04 Salaries	405.86

	880.78
	=====

TO: Elizabeth D. Minter, Library Director
 FROM: Peggy Burkich, Circulation Supervisor *PB*
 DATE: October 17, 1994
 SUBJECT: ACS: Overdue Collection Report for the Month of August

The report received from ACS Collection Agency on October 4, 1994, is Attachment A.

A summary of the current status is as follows:

FY 1994-95	# New Accounts Submitted	Total # Active Accounts	# Paid In Full Curr. Month	Amount Received Curr. Month	# Written Off Suspended Curr. Month
July	25	35	3	219.80	6
August	6	29	10	420.17	2
September	6	38	2	794.20	3
October					
November					
December					
January					
February					
March					
April					
May					
June					
TOTAL YTD	37	102	15	1,434.17	11

ADVANCED COLLECTION SYSTEMS, INC

2158 W 190th St
Torrance, CA 90509-2829

CLIENT PROGRESS REPORT TO 01 Oct 1994

PLACENTIA PUBLIC LIBRARY
ATTENTION: CIRCULATION
411 E CHAPMAN AVE
PLACENTIA, CA 92670
ATTN: PEGGY BURKICH

Your consultant is:
WELDON AND ASSOCIATES
(714) 733-3558 Ext

PLA400 Representative is:
OVERDUES DESK
(714) 528-1906 Ext

	MONTH TO DATE		YEAR TO DATE		INCEPTION TO DATE	
	#	\$	#	\$	#	\$
ROSS ASSIGNMENTS	0	0.00	65	6,118.38	936	58,179.96
ESS: Mail Return*, Dispute, Bankrpt	0	0.00	12	1,720.29	174	11,685.95
ET ASSIGNMENTS	0	0.00	53	4,398.09	762	46,494.01
COLLECTED						
aid in Full	5	325.70	10	737.69	254	12,131.89
ettled in Full	3	248.03	9	648.64	71	3,728.02
artial Payment	4	67.17	10	227.13	138	6,974.55
esolved	3	153.30	5	213.30	22	847.88
TOTAL RECOVERED	15	794.20	34	1,826.76	485	23,682.34

Age of accounts when started	0-30	31-60	61-90	91-120	over 120
	247	46	158	130	355
	\$15,870	\$3,130	\$7,086	\$8,140	\$23,530

* Percentage of Mail Returns - 18.6 %

STATUS CODE LEGEND

- active (demands being sent) ST - action stopped
- paid in full (MATS and/or CASH) SU - action suspended (60 day limit)
- settled in full (MATS and/or CASH) N - new account
- cycle completed D - disputed
- partial payment (MATS and/or CASH) MR - mail returned
- account thanked BK - bankruptcy

ACCOUNT INVENTORY AND STATUS

PATIENT / DEBTOR	ACS #	DATE LAST PMT / CHG	DATE ASSIGNED	BALANCE OF ACCOUNT	STAT CODE	DEMAND #
	543250		07/26/94	59.85	A	3
	26018052441088		AMT: 59.85			
	542323		07/20/94	78.63	A	4
	26018053212033		AMT: 78.63			
	542295	05/09/94	07/20/94	45.00	A,PP	4
	26018052604297		AMT: 73.85			
	542122		07/14/94	76.53	A	4
	26019004469359		AMT: 76.53			
	543253		07/26/94	114.35	A	3
	26018053199305		AMT: 114.35			
	540294		06/20/94	0.00	SF	5
	26018053212702		AMT: 67.04			
	545193	11/16/93	08/24/94	69.90	A	2
	26053070930069		AMT: 69.90			
	543251		07/26/94	57.00	A	3
	26053070860589		AMT: 57.00			
	542331		07/20/94	42.20	A	4
	26019003971504		AMT: 42.20			
	540292		06/20/94	253.31	CC	5
	26018053163459		AMT: 253.31			
	545195	05/14/94	08/24/94	55.80	A	2
	26018053223329		AMT: 55.80			
	545192	05/14/94	08/24/94	79.95	A	2
	26018053223410		AMT: 79.95			
	542324		07/20/94	49.50	SU,P	2
	26018053209302		AMT: 49.50			
	542326		07/20/94	0.00	SF	2
	26018053120020		AMT: 69.85			
	542121		07/14/94	36.00	A,PP	4
	26018053024446		AMT: 65.00			
	542294	05/12/94	07/20/94	102.09	A	4
	26018053220556		AMT: 102.09			
	542299	04/27/94	07/20/94	0.00	PF	4
	26019004396289		AMT: 81.95			
	543255		07/26/94	50.94	A	3
	26019004383428		AMT: 50.94			
	542127		07/14/94	157.00	A	4
	26018053095040		AMT: 157.00			
	542297	03/30/94	07/20/94	56.06	A	4
	26018053215358		AMT: 56.06			

543254	07/26/94	0.00	FF	1
26018053102754	AMT: 55.76			
542120	07/14/94	92.45	A	4
26053070644033	AMT: 92.45			
542118	07/14/94	119.89	A	4
26018053209815	AMT: 119.89			
543252	07/26/94	130.89	A	3
26019003659083	AMT: 130.89			
543260	07/26/94	25.00	A,PP	3
26019004071247	AMT: 92.17			
542328	07/20/94	63.40	A	4
26018053213965	AMT: 63.40			
543256	07/26/94	140.00	A	3
26019004066023	AMT: 140.00			
540287	06/20/94	140.00	CC	5
26019004066023	AMT: 140.00			
542329	07/20/94	140.00	A	4
26019004066023	AMT: 140.00			
542332	07/20/94	43.90	A	4
26018053202570	AMT: 43.90			
540289	06/20/94	49.90	SU,P	5
26018052779438	AMT: 49.90			
543257	07/26/94	53.90	SU,P	3
26053070880058	AMT: 53.90			
542119	07/14/94	123.22	A	4
26018053213270	AMT: 123.22			
543261	07/26/94	130.25	A	3
26018053159283	AMT: 130.25			
540290	06/20/94	65.10	CC	5
26018053205904	AMT: 65.10			
542124	07/14/94	74.78	A	4
26019003675717	AMT: 74.78			
542325	07/20/94	0.00	TH	3
26018053184018	AMT: 51.00			
540286	06/20/94	0.00	PF	4
26018053052645	AMT: 88.65			
542327	07/20/94	83.65	A	4
26018053052645	AMT: 83.65			
545196 04/25/94	08/24/94	41.90	A	2
26018053213148	AMT: 41.90			
542296 03/15/94	07/20/94	136.10	A	4
26018053173169	AMT: 136.10			
542125	07/14/94	176.76	A	4
26019004201448	AMT: 176.76			
543258	07/26/94	35.00	SU,P	1
26018053098176	AMT: 35.00			
543259	07/26/94	39.90	A	3
26018053002715	AMT: 39.90			
545194 12/15/93	08/24/94	63.85	A	2
26019004631495	AMT: 63.85			
545191 05/14/94	08/24/94	56.67	A	2
26018052521798	AMT: 56.67			

TOTAL BILL ON SYSTEM :

3,410.62

TO: Library Board of Trustees
 FROM: Elizabeth D. Minter, Library Director *JV*
 DATE: October 14, 1994
 SUBJECT: **DEBIT CARD SYSTEM REIMBURSEMENT REPORT FOR SEPTEMBER, 1994**

SUMMARY OF ACCOUNTS SEPTEMBER 1-30, 1994

Beginning Balance 08/01/94			\$156.00
	<u>Income</u>	<u>Expend.</u>	
Total Deposits	\$ 57.00		
Total Materials & Supplies		0.00	
Total Repairs		0.00	
Debit Card System Loan Payback		<u>0.00</u>	
	<u>\$ 57.00</u>	<u>\$ 0.00</u>	
Ending Balance 09/30/94			<u>\$ 213.00</u>

SUMMARY OF LOAN PAYBACK

Original Loan Amount (07/01/94)	\$ 11,008.20
Payback Balance 08/31/94	11,008.00
September Payment	<u>0.00</u>
September Balance 09/30/94	<u>\$ 11,008.20</u>

Prepared by: Charlene Dumitru

TO: Library Board of Trustees
 FROM: Elizabeth D. Minter, Library Director *dm*
 DATE: September 19, 1994
 SUBJECT: Gift Fund Report for August, 1994

The following cash gifts to Placentia Library District were received in August, 1994.

Donations through Adopt-a-Book program:

<u>Name</u>	<u>Amount</u>
B.J. Bromback	5.00
Susan Falkner	6.00
Sandy Koizumi	50.00
Niloufar Rahmani	50.00
Steven Tick	50.00
Peggy Vincent	100.00
Ann Walters	5.00
Total of Adopt-a-Book Donations	\$ 266.00

Donations to Placentia Library Foundation

Bob Olson	\$500.00
In memory of Robert A. Bartlett:	
Robert C. Bartlett	20.00
Shirley Berg	10.00
Edward Hachten	25.00
Jeanne Hagen	25.00
Elizabeth Mills	50.00
Gladys & John Powell	50.00
Marianne & Richard Sjostedt	30.00
Jane Uncapher	20.00
Total Foundation Donations:	\$ 730.00

TOTAL DONATIONS \$996.00
FOR SEPTEMBER

Prepared by: Charlene Dumitru

TO: Elizabeth D. Minter, Library Director

FROM: Charlene Dumitru, Administrative Assistant *CD*

DATE: October 14, 1994

SUBJECT: BUILDING MAINTENANCE REPORT FOR SEPTEMBER, 1994.

1. **Air Conditioning** - Regular Air Conditioning Maintenance for month.
2. **Computers** - Cabling modifications done for Dynex System.
3. **Carpets** - Quarterly cleaning of Library Carpet done.

TO: Library Board of Trustees
FROM: Elizabeth Minter, Library Director *EM*
DATE: October 14, 1994
SUBJECT: **PERSONNEL REPORT FOR SEPTEMBER, 1994**

RESIGNATIONS:

Cheryl Hyman, .50 FTE Library Aide, Technical Services

TERMINATIONS:

None

APPOINTMENTS:

Dieu Nguyen, part-time Page, Circulation, effective 09/21/94

Timothy Rea, part-time Page, Circulation, effective 09/07/94

Lupe Lozano, part-time Library Aide, Families for Literacy Childcare, effective 09/21/94

Gloria Luna, part-time Library Aide, Families for Literacy Childcare, effective 09/21/94

OPEN POSITIONS:

Clerk II
.475 FTE (19 hours) Clerk I, Circulation

.50 FTE Library Aide, Technical Services

Prepared by: Charlene Dumitru

TO: Elizabeth Minter, Library Director
 FROM: Gloria Clark, Volunteer Coordinator
 DATE: October 10, 1994
 SUBJECT: Volunteer Report for the Month of September, 1994.

CUMULATIVE RECORD OF VOLUNTEER WORK HOURS

REGULAR	FY 94-95 September	FY 94 YTD	Starting Dates	Cumulative Totals
Bohlman, Mary	.00	6.50	6/94	17.75
Cain, Karen	.00	24.00	6/94	24.00
Deputy, Paul	19.25	97.00	7/82	4,931.55
Farris, Jon	.00	3.00	1/94	125.80
Fitzgerald, Joan	9.00	60.00	10/93	167.25
Goldbaum, Mae	2.00	16.50	7/88	434.25
Housewright, Linnea	6.00	8.00		25.50
Joseph, Courtney	2.50	2.50		
Markl, Theresa	2.00	6.00	1/94	37.05
Nguyen, Dieu	16.00	52.75	8/94	52.75
Reesman, Colleen	1.50	6.50	10/93	81.50
Ryan, Kristin	.00	2.00	7/93	107.00
Schick, Mark	3.00	3.00		
Schlichter, Allan	8.00	22.00	10/93	98.10
Shaw, Dixie	3.00	3.50	5/94	5.25
Shkoler, Al	8.00	21.00		53.50
Simmermacher, Margie	.00	4.75	1/94	60.00
Stark, Sandra	.00	2.75		
Trainor, Joe	.00	1.00	9/93	102.20
Westberg, Carl	<u>12.00</u>	<u>37.75</u>	9/93	<u>140.55</u>
TOTALS	82.00	380.50		6,464.00

TEMPORARY VOLUNTEERS

Baker, David	2.00	2.00
Bellwood, Kevin	.00	114.75
Brown, Jill	3.50	13.00
Brown, Lizette	1.50	10.50
Bruke, Marsha	10.00	20.00
Driskel, Valerie	12.50	20.00
Hovey, Michael	6.00	192.50
Jones, Chris	10.00	95.50
Li, Ho Man	.00	16.00
Marshack, Marsha	10.00	15.00
O'Hara, Peggy	.00	35.00
Rea, Tim	.00	41.00
Roche, Gina	.00	5.50
Rodriguez, Adriana	9.00	9.00
Sanford, Matt	1.00	4.00
Seto, Cheryl	1.50	13.50
Summerfield, Becky	.00	<u>13.25</u>
TOTALS	66.75	620.50

LVA VOLUNTEERS

Literacy Volunteers	<u>568.50</u>
TOTAL	717.25

REGULAR VOLUNTEERS are committed to an on-going program each week.

LITERACY VOLUNTEERS are involved in tutoring and other volunteer projects for the Literacy Campaign.

TEMPORARY VOLUNTEERS are working for a project in school, church, scouts, or court referral cases.

	Regular/Temp. Volunteers		Literacy Volunteers	
	<u>1993</u>	<u>1994</u>	<u>1993</u>	<u>1994</u>
January	167.25	609.75	799.00	481.00
February	159.00	455.00	727.00	680.50
March	224.25	654.00	620.50	654.00
April	188.25	352.00	644.50	603.50
May	148.50	362.50	403.00	530.50
June	286.75	383.50	680.00	479.00
July	471.75	572.25	N/A	698.50
August	401.25	506.25	N/A	488.50
September	178.50	148.75	516.50	568.50
October	472.75		531.50	
November	472.00		520.00	
December	385.75		361.00	

Placentia Library District
Circulation Report
October 17, 1994

	FY 94-95 YTD	FY93-94 YTD	% CHANGE FY94 TO FY95	FY94-95 SEP 94	FY93-94 SEP 93
1st Time Checkouts	52,967	65,816	-19.52%	15,998	22,180
Phone Renewals	3,334	4,820	-30.83%	1,017	1,952
In-Building Renewals	5,760	5,667	1.64%	1,860	1,837
Total Renewals	9,094	10,487	-13.28%	2,877	3,789
TOTAL CHECKOUTS	62,061	76,303	-18.67%	18,875	25,969
On-Time Checkins	53,310	67,719	-21.28%	14,785	23,863
Late Checkins	8,599	11,332	-24.12%	2,619	3,991
TOTAL CHECKINS	61,909	79,051	-21.68%	17,404	27,854
Holdings Placed	1,196	1,400	-14.57%	440	500
Holdings Cancelled	229	218	5.05%	66	95
Holdings Filled	1,069	1,144	-6.56%	326	380
Holdings Expired	30	34	0.00%	8	15
Overdue Items	2,666	3,625	0.00%	855	1,154
Overdue Notices	1,226	1,606	0.00%	386	546
Billing Notices	1,683	1,570	0.00%	454	713
Patrons Registered	995	666	49.40%	364	314
Titles Added	N/A	1,833	-100.00%	828	1
Volumes Added	N/A	2,690	-100.00%	1,179	1,544
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	28,913	33,878	-14.66%	8,876	11,797
Juvenile Print	26,214	30,650	-14.47%	7,105	10,178
Total Print	55,127	64,528	-14.57%	15,981	21,975
Audio	3,104	4,521	-31.34%	985	1,636
Visual	6,245	7,248	-13.84%	1,909	2,356
Equipment	0	5	0.00%	0	1
Total Audio Visual	9,349	11,774	-20.60%	2,894	3,993
TOTAL CIRCULATION	64,476	76,302	-15.50%	18,875	25,968
Placentia Circulation	38,829	43,098	-9.91%	10,708	14,713
% Placentia Circulation	60.22%	56.48%	6.62%	56.73%	56.66%
Anaheim/Yorba Linda Circulation	12,001	17,330	-30.75%	3,771	5,994
% Anaheim/Yorba Linda Circulation	18.61%	22.71%	-18.05%	19.98%	23.08%
TYPES OF BORROWERS					
Adult	48,035	58,088	-17.31%	14,373	19,962
Young Adult	376	401	-6.23%	125	212
Juvenile	15,239	16,872	-9.68%	4,084	5,509
New Borrower	790	882	-10.43%	293	231
Non Resident	0	0	0.00%	0	0
Other	36	58	-37.93%	0	55
TOTAL BORROWERS	64,476	76,301	-15.50%	18,875	25,969
ATTENDANCE	99,383	114,127	-12.92%	31,384	36,486
Adult Reference - In Building	4,834	5,616	-13.92%	1,567	2,349
Adult Reference - Telephone	1,000	1,115	-10.31%	367	3,267
Children's Reference - In Building	3,791	1,563	142.55%	943	473
Children's Reference - Telephone	25	0	0.00%	25	0
Total Adult Reference	5,834	6,731	-13.33%	1,934	5,616
Total Children's Reference	3,816	1,563	144.15%	968	473
Total In Building Reference	8,625	7,179	20.14%	2,510	2,822
Total Telephone Reference	1,025	1,115	-8.07%	392	3,267
TOTAL REFERENCE	9,650	8,294	16.35%	2,902	6,089



CITY OF PLACENTIA INVOICES

PERIOD COVERED FY1991-1992	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	FIRE INS	CIV CTR BONDS	TOTAL
Jul 1991	Oct 21, 1991	5,436.27	914.76	1,614.54				7,965.57
Aug 1991	Nov 25, 1991	6,086.00	914.76	2,317.99				9,318.75
Sep =C-1	Dec 6, 1991	5,737.54	971.48	1,371.04				8,080.06
Oct 1991	Jan 16 1992	4,668.80	971.48	1,089.79				6,730.07
Nov 1991	Feb 7, 1992	4,396.07	971.48	1,076.31				6,443.86
Dec 1991	Feb 26, 1992	3,857.87	971.48	2,055.94				6,885.29
Jan 1992	Mar 2, 1992	4,012.65	971.48	1,041.07	210.73			6,235.93
Feb 1992	Mar 25, 1992	4,144.69	971.48	1,656.99				6,773.16
Mar 1992	Apr 22, 1992	4,068.44	971.48	687.48				5,727.40
Apr 1992	May 22, 1992	4,817.50		586.63				5,404.13
May 1992	Jul 29, 1992	4,881.54	971.48	610.75	169.14			6,632.91
Jun 1992	Jul 29, 1992	6,178.08	971.48	698.15	381.50			8,229.21
TOTAL		58,285.45	10,572.84	14,806.68	761.37	0.00	0.00	84,426.34
AVG		4,857.12	881.07	1,233.89	63.45	0.00	0.00	7,035.53

PERIOD COVERED FY1992-1993	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR FIRE INS	CIV CTR BONDS	TOTAL
Jul 1992	Aug 27, 1992	6,272.41	971.48	737.51				7,981.40
Aug 1992	Oct 22, 1992	6,524.22	971.48	935.65	116.60			8,547.95
Sep 1992	Oct 22, 1992	6,171.20	971.48	764.06	660.13			8,566.87
Oct 1992	Nov 24, 1992	4,992.07	971.48	696.64	307.17			6,967.36
Nov 1992	Dec 18, 1992	4,232.76	971.48	957.68				6,161.92
Dec 1992	Feb 24, 1993	2,965.93	971.48	743.27	84.42			4,765.10
Jan 1993	Feb 24, 1993	2,953.86	971.48	768.77	173.14			4,867.25
Feb 1993	Apr 21, 1993	3,525.55	971.48	969.05	288.92			5,755.00
Mar 1993	Apr 21, 1993	3,790.10	971.48	785.83	337.01			5,884.42
Apr 1993	Jun 10, 1993	4,325.98	971.48	694.27			3,614.72	9,606.45
May 1993	Jun 21, 1993	4,707.57	971.48	1,072.18				6,751.23
Jun 1993	Jul 29, 1993	5,952.07	971.48	1,036.71				7,960.26
TOTAL		56,413.72	11,657.76	10,161.62	1,967.39	0.00	3,614.72	83,815.21
AVG		4,701.14	971.48	846.80	163.95			6,984.60

PERIOD COVERED FY1993-1994	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR FIRE INS	CIV CTR BONDS	TOTAL
Jul 1993	Sep 2, 1993	5,529.93	971.48	727.93				7,229.34
Aug 1993	Oct 11, 1993	5,715.29	971.48	734.39		1,796.25		9,217.41
Sep 1993	Dec 15, 1993	4,803.98	971.48	1,063.29				6,838.75
Oct 1993	Dec 15, 1993	3,885.50	971.48	619.84				5,476.82
Nov 1993	Dec 15, 1993	3,688.52	971.48	908.50			234.50	5,803.00
Dec 1993	Feb 10, 1994	3,664.30	971.48	982.15	335.31			5,953.24
Jan 1994	Mar 14, 1994	3,349.29	971.48					4,320.77
Feb 1994	Mar 24, 1994	3,715.12	971.48	1,658.34	391.69			6,736.63
Mar 1994	Jun 10, 1994	3,801.89	971.48	748.54				5,521.91
Apr 1994	Jun 10, 1994	3,952.49	971.48	755.39	2,264.69		1,605.50	9,549.55
May 1994	Jun 14, 1994	4,332.79	971.48	785.36	387.88			6,477.51
Jun 1994	Jul 22, 1994	5,636.36	971.48	725.34	0.00	0.00	0.00	7,333.18
TOTAL		52,075.46	11,657.76	9,709.07	3,379.57	1,796.25	1,840.00	80,458.11
AVG		4,339.62	971.48	809.09	281.63			6,704.84

PERIOD COVERED FY1994-1995	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR FIRE INS	CIV CTR BONDS	TOTAL
Jul 1994	Aug 19, 1994	5,482.30	609.68	1,036.62	443.32	0.00	0.00	7,571.92
Aug 1994	Sep 19, 1994	5,954.67	900.00	711.90	0.00	0.00	0.00	7,566.57
Sep 1994								0.00
Oct 1994								0.00
Nov 1994								0.00
Dec 1994								0.00
Jan 1995								0.00
Feb 1995								0.00
Mar 1995								0.00
Apr 1995								0.00
May 1995								0.00
Jun 1995								0.00
TOTAL		11,436.97	1,509.68	1,748.52	443.32	0.00	0.00	15,138.49
AVG		5,718.49	754.84	674.26	221.66			7,569.25

TOTAL DOLLARS SPENT					
FY1991-1992	LABOR	EQUIPMENT	MATERIAL	TOTAL 50% LIBRARY	
Jul 1991	2,510.63	615.00	103.45	3,229.08	1,614.54
Aug 1991	2,868.06	1,227.00	540.92	4,635.98	2,317.99
Sep 1991	2,143.26	564.00	34.82	2,742.08	1,371.04
Oct 1991	1,647.90	471.00	60.68	2,179.58	1,089.79
Nov 1991	1,689.80	428.00	34.82	2,152.62	1,076.31
Dec 1991	2,674.89	1,432.50	4.48	4,111.87	2,055.94
Jan 1992	1,689.80	360.00	32.34	2,082.14	1,041.07
Feb 1992	2,648.68	564.00	101.30	3,313.98	1,656.99
Mar 1992	969.68	360.00	45.27	1,374.95	687.48
Apr 1992	914.93	224.00	34.33	1,173.26	586.63
May 1992	916.24	258.00	47.26	1,221.50	610.75
Jun 1992	1,069.97	292.00	34.33	1,396.30	698.15
TOTAL	21,743.84	6,795.50	1,074.00	29,613.34	14,806.67
AVG	1,811.99	566.29	89.50	2,467.78	1,233.89

FY1992-1993	LABOR	EQUIPMENT	MATERIAL	TOTAL 50% LIBRARY	
Jul 1992	1,180.60	275.00	19.41	1,475.01	737.51
Aug 1992	1,415.02	411.00	45.27	1,871.29	935.65
Sep 1992	1,058.78	437.00	32.34	1,528.12	764.06
Oct 1992	1,092.90	258.00	42.37	1,393.27	696.64
Nov 1992	1,403.88	505.00	6.48	1,915.36	957.68
Dec 1992	1,118.20	292.00	32.34	1,442.54	721.27
Jan 1993	1,213.20	292.00	32.34	1,537.54	768.77
Feb 1993	1,458.68	462.00	17.41	1,938.09	969.05
Mar 1993	1,213.32	326.00	32.34	1,571.66	785.83
Apr 1993	1,081.20	275.00	32.34	1,388.54	694.27
May 1993	1,723.03	360.00	61.32	2,144.35	1,072.18
Jun 1993	1,624.08	417.00	32.34	2,073.42	1,036.71
TOTAL	15,582.89	4,310.00	386.30	20,279.19	10,139.60
AVG	1,298.57	359.17	32.19	1,689.93	844.97

FY1993-1994	LABOR	EQUIPMENT	MATERIAL	TOTAL 50% LIBRARY	
Jul 1993	1,212.44	224.00	19.41	1,455.85	727.93
Aug 1993	1,212.44	224.00	32.34	1,468.78	734.39
Sep 1993	1,403.88	687.00	35.69	2,126.57	1,063.29
Oct 1993	992.92	224.00	22.76	1,239.68	619.84
Nov 1993	1,433.52	309.00	74.48	1,817.00	908.50
Dec 1993	1,466.11	440.00	58.20	1,964.31	982.16
Jan 1994	1,407.67	343.00	25.87	1,776.54	888.27
Feb 1994	1,213.32	292.00	34.82	1,540.14	770.07
Mar 1994	1,162.20	292.00	42.87	1,497.07	748.54
Apr 1994	1,125.36	366.00	19.41	1,510.77	755.39
May 1994	1,213.32	309.00	48.39	1,570.71	785.36
Jun 1994	1,213.32	207.00	30.35	1,450.67	725.34
TOTAL	15,056.50	3,917.00	444.59	19,418.09	9,709.04
AVG	1,254.71	326.42	37.05	1,618.17	809.09

FY1994-1995	LABOR	EQUIPMENT	MATERIAL	TOTAL 50% LIBRARY	
Jul 1994	1,660.80	360.00	52.44	2,073.24	1,036.62
Aug 1994	1,213.32	204.00	6.48	1,423.80	711.90
Sep 1994				0.00	0.00
Oct 1994				0.00	0.00
Nov 1994				0.00	0.00
Dec 1994				0.00	0.00
Jan 1995				0.00	0.00
Feb 1995				0.00	0.00
Mar 1995				0.00	0.00
Apr 1995				0.00	0.00
May 1995				0.00	0.00
Jun 1995				0.00	0.00
TOTAL	2,874.12	564.00	58.92	3,497.04	1,748.52
AVG	1,437.06	282.00	29.46	1,748.52	874.26

DOLLARS BY TYPE OF WORKER						
FY1991-1992	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul 1991	331.32	347.55	44.36	0.00	1,787.40	2,510.63
Aug 1991	276.10	1,390.20	44.36	561.60	595.80	2,868.06
Sep 1991	276.10	695.10	44.36	234.00	893.70	2,143.26
Oct 1991	250.64	398.56	47.02	92.88	858.80	1,647.90
Nov 1991	313.30	298.92	47.02	0.00	1,030.56	1,689.80
Dec 1991	469.95	498.20	47.02	371.52	1,288.20	2,674.89
Jan 1992	313.30	298.92	47.02	0.00	1,030.56	1,689.80
Feb 1992	626.60	348.74	47.02	424.00	1,202.32	2,648.68
Mar 1992	187.98	199.28	47.02	106.00	429.40	969.68
Apr 1992	93.99	99.64	47.02	159.00	515.28	914.93
May 1992	125.48	99.64	47.02	0.00	644.10	916.24
Jun 1992	125.48	124.55	47.02	0.00	772.92	1,069.97
TOTAL	3,390.24	4,799.30	556.26	1,949.00	11,049.04	21,743.84
AVG	282.52	399.94	46.36	162.42	920.75	1,811.99

DOLLARS BY TYPE OF WORKER						
FY1992-1993	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul 1992	125.32	149.46	47.02		858.80	1,180.60
Aug 1992	187.98	149.46	47.02		1,030.56	1,415.02
Sep 1992	125.32	149.46	47.02	92.88	644.10	1,058.78
Oct 1992	186.66	153.36	48.24		704.64	1,092.90
Nov 1992	248.88	255.60	48.24	190.56	660.60	1,403.88
Dec 1992	248.88	204.48	48.24		660.60	1,162.20
Jan 1993	248.88	255.60	48.12		660.60	1,213.20
Feb 1993	311.00	306.72	48.24		792.72	1,458.68
Mar 1993	248.88	255.60	48.24		660.60	1,213.32
Apr 1993	248.88	255.60	48.24		528.48	1,081.20
May 1993	311.11	306.72	48.24		1,056.96	1,723.03
Jun 1993	248.88	255.60	48.24	190.56	880.80	1,624.08
TOTAL	2,740.67	2,697.66	575.10	474.00	9,139.46	15,626.89
AVG	228.39	224.81	47.93	39.50	761.62	1,302.24

DOLLARS BY TYPE OF WORKER						
FY1993-1994	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul 1993	248.00	255.60	48.24		660.60	1,212.44
Aug 1993	248.00	255.60	48.24		660.60	1,212.44
Sep 1993	248.88	255.60	48.24	190.56	660.60	1,403.88
Oct 1993	248.88	255.60	48.24		440.20	992.92
Nov 1993	248.88	255.60	48.24		880.80	1,433.52
Dec 1993	311.11	255.60	48.24	190.56	660.60	1,466.11
Jan 1994	311.11	255.60	48.24		792.72	1,407.67
Feb 1994	248.88	255.60	48.24		660.60	1,213.32
Mar 1994	248.88	204.48	48.24		660.60	1,162.20
Apr 1994	248.88	204.48	48.24	95.28	528.48	1,125.36
May 1994	248.88	255.60	48.24		660.60	1,213.32
Jun 1994	248.88	255.60	48.24		660.60	1,213.32
TOTAL	3,109.26	2,964.96	578.88	476.40	7,927.00	15,056.50
AVG	259.11	247.08	48.24	39.70	660.58	1,254.71

DOLLARS BY TYPE OF WORKER						
FY1994-1995	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul 1994	248.88	306.72	48.24	0.00	1,056.96	1,660.80
Aug 1994	248.88	255.60	48.24	0.00	660.60	1,213.32
Sep 1994						0.00
Oct 1994						0.00
Nov 1994						0.00
Dec 1994						0.00
Jan 1995						0.00
Feb 1995						0.00
Mar 1995						0.00
Apr 1995						0.00
May 1995						0.00
Jun 1995						0.00
TOTAL	497.76	562.32	96.48	0.00	1,717.56	2,874.12
AVG	248.88	281.16	48.24	0.00	858.78	1,437.06

TIME BY TYPE OF WORKER						
FY1991-1992	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		TOTAL
				TRIMMER	MAINT WORK	
Jul 1991	12.00	15.00	2.00	0.00	90.00	119.00
Aug 1991	10.00	60.00	2.00	24.00	30.00	126.00
Sep 1991	10.00	30.00	2.00	10.00	60.00	112.00
Oct 1991	8.00	16.00	2.00	4.00	40.00	70.00
Nov 1991	10.00	12.00	2.00	0.00	48.00	15.00
Dec 1991	15.00	20.00	2.00	16.00	60.00	113.00
Jan 1992	10.00	12.00	2.00	0.00	48.00	72.00
Feb 1992	20.00	14.00	2.00	16.00	56.00	108.00
Mar 1992	6.00	8.00	2.00	4.00	20.00	40.00
Apr 1992	3.00	4.00	2.00	6.00	24.00	39.00
May 1992	4.00	4.00	2.00	0.00	30.00	40.00
Jun 1992	4.00	5.00	2.00	0.00	36.00	47.00
TOTAL	112.00	200.00	24.00	80.00	542.00	901.00
AVG	9.33	16.67	2.00	6.67	45.17	75.08

TIME BY TYPE OF WORKER						
FY1992-1993	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		TOTAL
				TRIMMER	MAINT WORK	
Jul 1992	4.00	6.00	2.00	0.00	40.00	52.00
Aug 1992	6.00	6.00	2.00	0.00	48.00	62.00
Sep 1992	4.00	6.00	2.00	4.00	30.00	46.00
Oct 1992	6.00	6.00	2.00		32.00	46.00
Nov 1992	8.00	10.00	2.00	8.00	30.00	58.00
Dec 1992	8.00	8.00	2.00		30.00	48.00
Jan 1993	8.00	10.00	2.00		30.00	50.00
Feb 1993	10.00	12.00	2.00		38.00	60.00
Mar 1993	8.00	10.00	2.00		30.00	50.00
Apr 1993	8.00	10.00	2.00		24.00	44.00
May 1993	10.00	12.00	2.00		48.00	72.00
Jun 1993	8.00	10.00	2.00	8.00	40.00	68.00
TOTAL	88.00	106.00	24.00	20.00	418.00	656.00
AVG	7.33	8.83	2.00	1.67	34.83	54.67

TIME BY TYPE OF WORKER						
FY1993-1994	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		TOTAL
				TRIMMER	MAINT WORK	
Jul 1993	8.00	10.00	2.00		30.00	50.00
Aug 1993	8.00	10.00	2.00		30.00	50.00
Sep 1993	8.00	10.00	2.00	8.00	30.00	58.00
Oct 1993	8.00	10.00	2.00		20.00	40.00
Nov 1993	8.00	10.00	2.00		40.00	60.00
Dec 1993	10.00	10.00	2.00	8.00	30.00	60.00
Jan 1994	10.00	10.00	2.00		36.00	58.00
Feb 1994	8.00	10.00	2.00		30.00	50.00
Mar 1994	8.00	8.00	2.00		30.00	48.00
Apr 1994	8.00	8.00	8.00	4.00	24.00	52.00
May 1994	8.00	10.00	2.00		30.00	50.00
Jun 1994	8.00	10.00	2.00		30.00	50.00
TOTAL	100.00	116.00	30.00	20.00	360.00	626.00
AVG	8.33	9.67	2.50	1.67	30.00	52.17

TIME BY TYPE OF WORKER						
FY1994-1995	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		TOTAL
				TRIMMER	MAINT WORK	
Jul 1994	8.00	12.00	2.00	0.00	48.00	70.00
Aug 1994	8.00	10.00	2.00	0.00	30.00	50.00
Sep 1994						0.00
Oct 1994						0.00
Nov 1994						0.00
Dec 1994						0.00
Jan 1995						0.00
Feb 1995						0.00
Mar 1995						0.00
Apr 1995						0.00
May 1995						0.00
Jun 1995						0.00
TOTAL	16.00	22.00	4.00	0.00	78.00	120.00
AVG	8.00	11.00	2.00	0.00	39.00	60.00

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
DATE: October 17, 1994
SUBJECT: **Annual Report of Financial Transactions of Special Districts for Fiscal Year 1993-1994**

BACKGROUND:

Attached is a copy of the Library's annual report for the Auditor of the State of California for Fiscal Year 1993-1994.

This report was prepared by the Library's Auditor and filed prior to the deadline of September 30, 1994.

RECOMMENDATION:

Receive and file.

NE

PAGE 0 2

ANNUAL REPORT OF FINANCIAL TRANSACTIONS OF SPECIAL DISTRICTS

TO: State Controller
Division of Local Government
Fiscal Affairs
Special Districts Unit
P. O. Box 942850
Sacramento, CA 94250-5876
(916) 445-5153

Fiscal year ended June 30 1994

This report is due within 90 days after the end of the fiscal year.

Pursuant to Government Code Section 26909, an audit is to be filed with the State Controller within 12 months of the end of the fiscal year.

Please check if you plan next year to report via floppy diskette: 3 1/2" 5 1/4"

Principal County: ORANGE

MAILING ADDRESS (Please affix label below &)

17300400000 33 09

PLACENTIA LIBRARY DIST
411 E CHAPMAN AVE
PLACENTIA CA 92670

MEMBERS OF GOVERNING BODY		
1	2	3
Name	Title	
1.0 MARGARET DINSMORE	PRESIDENT	
2.0 SANDRA STARK	SECRETARY	
3.0 FRED WEST	TRUSTEE	
4.0 RAY EVANS	TRUSTEE	
5.0 AL SHKOLER	TRUSTEE	
6.0		
7.0		
8.0		
9.0		

Check if mailing address has changed.

Phone () Ext.

Location (if different from above)

Street Address

City, State, Zip Code

GOVERNING BODY

County Board of Supervisors

City Council

Other

OTHER OFFICIALS	
Secretary Library Director	
<u>ELIZABETH MINTER</u>	
Mgr/Supt/Chief	<u>N/A</u>
Attorney	
<u>COUNTY COUNSEL</u>	
Fiscal Officer	<u>N/A</u>

STATE USE ONLY

Reviewed By _____ Date _____

Cleared By _____ Date _____

1

Report prepared by (contact person)

1.0 First M.I. Last
CHARLES A MUNSON

2.0 Phone (714) 449-9909 Ext.
Address
3.0 2501 E CHAPMAN AVE #280
City
4.0 FULLERTON

Submitted by (signature)
Charles A. Munson

Title C. P. A.

Date 9/30/94

5.0 Independent Auditor
Munson Crumley & Associates

6.0 Contact Person
CHARLES A. MUNSON

7.0 Phone (714) 449-9909 Ext.
Address
8.0 2501 E CHAPMAN AVE #280
City
9.0 FULLERTON

COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
GENERAL & SPECIAL REVENUE FUNDS

PAGE 10
Part A

Fiscal Year Ended June 30 19 94

District Name: PLACENTIA LIBRARY DISTRICT

Activity Codes (see instructions)	(a)	(b)	(c)	(d)	(e) (DNKP)
REVENUES	LIBRARY SERVICE				TOTAL
Taxes & Assessments:					
Current secured (include supplemental roll)	1.0 \$ 661,336	\$	\$	\$	\$ 661,336
Current unsecured (include supplemental roll)	2.0 46,640				46,640
Prior year (include supplemental roll)	3.0 93,149				93,149
Special district augmentation fund	4.0 11,971				11,971
Property assessments	5.0				
Special assessments (service-type assessments go on line 19.0)	6.0				
Penalties & cost on delinquent tax & assessments (Mello/Roos, Mark/Roos Bonds only)	7.0				
Licenses, permits & franchises	8.0				
Fines, forfeits & penalties	9.0 2,158				2,158
Revenue from use of money & property:					
Interest (includes gain (loss) on investments)	10.0 13,331				13,331
Rents, concessions & royalties	11.0				
Intergovernmental:					
STATE					
Aid for construction	12.0				
Homeowners' property tax relief	13.0 13,993				13,993
Special supplemental subvention (repealed)	14.0				
Other State OTHER STATE FUNDS (State water; timber yield)	15.0 86,938				86,938
FEDERAL					
Aid for construction	16.0				
Other Federal	17.0				
Other governmental agencies (specify)	18.0				
Charges for current services (include Redevelopment pass through)	19.0				
Other revenues OTHER COUNTY REVENUE (include service-type assessments)	20.0 28,419				28,419
COUNTY EXEMPT FUNDS (specify)	20.0 23,563				23,563
Total Revenues (lines 10 through 20.0)	21.0 \$ 1,041,498	\$	\$	\$	\$ 1,041,498

COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
GENERAL & SPECIAL REVENUE FUNDS

PAGE 1 0
Part B

Fiscal Year Ended June 30 1994 District Name: Placentia Library District

EXPENDITURES		(a)	(b)	(c)	(d)	(e) (DNKP)
Activity Codes (see instructions)	ACTIVITY (specify)					TOTAL
		LIBRARY SERVICE				
22.0	Salaries and wages	\$ 534,436	\$	\$	\$	\$ 534,436
23.0	Employee benefits	138,546				138,546
24.0	Services and supplies (include contractual services)	287,337				287,337
25.0	Contributions to outside agencies					
26.0	Debt Service: Retirement of long-term debt					
27.0	Interest on long-term debt	34,665				34,665
28.0	Interest on short-term notes and warrants					
29.0	Other COUNTY EXEMPT EXPENDITURES LEASE PYMTS (PRINCIPAL PORTION) (specify)	20,447 35,000				20,447 35,000
30.0	Fixed Assets: Land (include on page 56, line 2.0)					
31.0	Structures and improvements (include on page 56, line 2.0)					
32.0	Equipment (include on page 56, line 2.0)	17,446				17,446
33.0	Total Expenditures (lines 22.0 through 32.0)	\$ 1,067,877	\$	\$	\$	\$ 1,067,877
34.0	Excess (Deficiency) Revenues Over (Under) Expenditures (line 21.0 less 33.0)	\$ (26,379)	\$	\$	\$	\$ (26,379)

COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
GENERAL & SPECIAL REVENUE FUNDS

PAGE 1 0
Part C

Fiscal Year Ended June 30 19 94 District Name: PLACENTIA LIBRARY DISTRICT

OTHER FINANCING SOURCES (USES)		(a)	(b)	(c)	(d)	(e) (DNKP)
Activity Codes (see instructions)						
ACTIVITY (specify):						TOTAL
Proceeds of long - term debt	35.0					
Inception of lease purchase agreements	36.0					
Other (specify)	37.0					
Operating transfers in (intra - district)	38.0					
Operating transfers out (intra - district)	39.0	()	()	()	()	()
Total Other Financing Sources (Uses) (lines 35.0 through 39.0)	40.0	\$	\$	\$	\$	\$

Excess (Deficiency) Of Revenues & Other Financing Sources Over Expenditures & Other Financing Uses (Total column, line 34.0 + 40.0)	41.0	\$	(26,379)
Fund Equity - Beginning Of Period (Must agree with prior year General & Special Revenue Funds' Equity - line 46.0)	42.0		1,019,989
Prior period adjustments	43.0		
Residual equity transfers (to/from outside agencies)	44.0		
Other (specify)	45.0		
Fund Equity - End Of Period (lines 41.0 through 45.0) (Must agree with Balance Sheet, General & Special Revenue Funds' Total Equity - Column 1 line 52.0)	46.0	\$	993,610

FIXED ASSETS & DEPRECIATION SCHEDULE

Fiscal Year Ended JUNE 30 19 94 District Name: PLACENTA LIBRARY DISTRICT

Report fixed assets by activity (i.e., Fire, Water, Waste, etc.)

Activity Code (see instructions)	(a)	(b)	(c)	(d)	(e) (DNKP)
FIXED ASSETS		09			TOTAL
Balance, beginning of year (must agree with prior year page 56, line 5.0)	1.0	\$ 1,888,855	\$	\$	\$ 1,888,855
Additions (include construction in progress)	2.0	17,446			17,446
Less retirements	3.0				
Adjustments - increase (decrease)	4.0				
Balance, end of year (lines 1.0 through 4.0)	5.0	\$ 1,906,301	\$	\$	\$ 1,906,301

ACCUMULATED DEPRECIATION					
Balance, beginning of year (must agree with prior year page 56, line 10.0)	6.0	\$ 0-	\$	\$	\$ 0-
Depreciation accruals	7.0				
Less net charges for plant retired	8.0				
Adjustments - increase (decrease)	9.0				
Balance, end of year (lines 6.0 through 9.0)	10.0	\$ 0-	\$	\$	\$ 0-
NET FIXED ASSETS (line 5.0 less 10.0)	11.0	\$ 1,906,301	\$	\$	\$ 1,906,301

ENTERPRISE ONLY					
Total depreciation + amortization (from income statement)	(12.0)	\$	\$	\$	\$
Less amortization included	(13.0)	()	()	()	()
Add/subtract capitalized depreciation	(14.0)				
Other (specify)	(15.0)				
TOTAL (should agree with line 7)	(16.0)	\$	\$	\$	\$

OTHER LONG-TERM INDEBTEDNESS SCHEDULE
(Include current and long-term portion of principal)

Fiscal Year Ended JUNE 30 19 94 District Name: PLACENTIA LIBRARY DISTRICT

Report debt by activity (i.e., Flood Control, Water, Land Reclamation, etc.)

Activity Code (see instructions)	(a)	(b)	(c)	(d)	(e) (DNKP)	TOTAL
Activity (specify): <u>LIBRARY SERVICE</u>						
Principal amount unmatured, beginning of fiscal year <small>(should agree with prior year page 80, line 15.0)</small>	1.0	\$ 640,000	\$	\$		\$ 640,000
Adjustments - increase (decrease) <small>(explain)</small>	2.0					
Principal amount received during fiscal year	3.0					
Principal amount matured during fiscal year	4.0					
Principal amount unmatured, end of fiscal year	5.0	35,000				35,000
PLACENTIA CIVIC CENTER AUTHORITY <small>(list payees and amounts)</small>	6.0	\$ 605,000	\$	\$		\$ 605,000
	7.0					
	8.0					
	9.0					
	10.0					
	11.0					
	12.0					
	13.0					
	14.0					
* Total <small>(lines 1.0 through 4.0 less line 5.0) (lines 6.0 through 14.0)</small>	15.0	\$ 605,000	\$	\$		\$ 605,000

Activity Code (see instructions)

LEASE - OBLIGATION SCHEDULE

Fiscal Year Ended JUNE 30 19 94 District Name: PLACENTIA LIBRARY DISTRICT

This schedule is to be completed by the lessee (party in an agreement who pays lease payments) for lease obligations that:

Have a term of more than 10 years.

and

Provides for the acquisition of property at the end of the lease agreement.

	LEASE #1	LEASE #2
If more than 2 Lease - Obligations use additional page		
Description (administration building, firehouse, swimming pool, etc.)	LIBRARY BUILDING	
Name of Lessor	PLACENTIA CNIC CENTER AUTHORITY	
Name of person or organization providing any moneys expended for making an acquisition or improvement authorized or required for the purpose of such lease obligation		
Total future payments which will be required if the agency completes the unexpired term of the lease - obligation	1.0 \$ 807,982	2.0 \$

APPROPRIATIONS LIMIT (GANN) SCHEDULE

Fiscal Year Ended June 30 19 94 District Name: PACENTIA LIBRARY DISTRICT

Senate Bill 813 (Chapter 1025, Statutes of 1987) requires the State Controller's annual report to include the appropriations limit and the total annual appropriations subject to the limit for each special district in accordance with California Constitution Article XIII B. The reverse of this form cites California Constitution Article XIII B.

Appropriations limit as of the end of the fiscal year	1.0	\$ 1,495,525
Total annual appropriations subject to the limit as of the end of the fiscal year	2.0	1,027,117
Amount (over)/under the appropriation limit (line 1.0 less 2.0)	3.0	\$ 468,408

Article XIII B of the California Constitution provides exceptions for some Special Districts for establishing an appropriations limit. Please refer to Section 9 a - c on the reverse of this form.

If any of the following exceptions apply, please fill in the appropriate line with the number "1".

District's only tax revenues are Debt Service Taxes	4.0
District did not levy a tax rate greater than 12 1/2 cents per \$100 of assessed valuation and was in existence January 1, 1978	5.0
District is totally funded by sources other than "proceeds of taxes"	6.0
Other (explain)	7.0

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
DATE: October 17, 1994
SUBJECT: **Fiscal Year 1993-1994 Audit of Financial Transactions Management Letter**

BACKGROUND:

At its meeting on September 19, 1994, the Board received and filed the District's Audit for Fiscal Year 1993-1994 as completed by Anderson, Cronick & Associates.

The Management Letter for the Audit dated August 19, 1994, was received by the District on October 3, 1994.

The only reportable condition is the absence of a fixed asset listing.

The receipt of this report is the final action for the 1993-1994 audit process.

RECOMMENDATION:

Receive and file.

Munson,
Cronick &
Associates
CERTIFIED PUBLIC ACCOUNTANTS

Board Of Trustees
Placentia Library District

We have audited the general purpose financial statements of Placentia Library District, for the year ended June 30, 1994, and have issued our report thereon dated August 19, 1994.

We have conducted our audit in accordance with generally accepted auditing standards and the State Controller's Minimum Audit Requirements for California Special Districts. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement.

In planning and performing our audit of the general purpose financial statements of Placentia Library District, for the year ended June 30, 1994, we considered its internal control structure in order to determine our auditing procedures for the purpose of expressing our opinion on the general purpose financial statements and not to provide assurance on the internal control structure.

The management of Placentia Library District is responsible for establishing and maintaining an internal control structure. In fulfilling this responsibility, estimates and judgments by management are required to assess the expected benefits and related costs of internal control structure policies and procedures. The objectives of an internal control structure are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, and that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of financial statements in accordance with generally accepted accounting principles. Because of inherent limitations in any internal control structure, errors or irregularities may nevertheless occur and not be detected. Also, projection of any evaluation of the structure to future periods is subject to the risk that procedures may become inadequate because of changes in conditions or that the effectiveness of the design and operation of policies and procedures may deteriorate.

For the purpose of this report, we have classified the significant internal control structure policies and procedures in the following categories of cash and investments, payroll, accounts payable and cash disbursements, cash receipts and general ledger.

For all of the control categories listed above, we obtained an understanding of the design of relevant policies and procedures and whether they have been placed in operation, and we assessed control risk.

We noted certain matters involving the internal control structure and its operation that we consider to be reportable conditions under standards established by the American Institute of Certified Public Accountants. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control structure that, in our judgment, could adversely affect the entity's ability to record, process, summarize, and report financial data consistent with the assertions of management in the general purpose financial statements.

The reportable condition is the absence of a fixed asset listing.

A material weakness is a reportable condition in which the design or operation of the specific internal control structure elements does not reduce to a relatively low level the risk that errors or irregularities in amounts that would be material in relation to the general purpose financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions.

Our consideration of the internal control structure would not necessarily disclose all matters in the internal control structure that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses as defined above. However, we believe none of the reportable conditions described above is a material weakness.

This report is intended for the information of the Board of Trustees and management. This restriction is not intended to limit the distribution of this report, which is a matter of public record.

Munson, Cronick & Associates

MUNSON, CRONICK & ASSOCIATES
Certified Public Accountants

Fullerton, California
August 19, 1994

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
DATE: October 17, 1994
SUBJECT: **Transmittal of the Meeting Room Policy as revised September 19, 1994**

BACKGROUND:

At its meeting on September 19, 1994, the Library Board amended its Meeting Room Policy to adjust the rental fees to an hourly basis.

A copy of the Meeting Room Policy as amended is attached.

RECOMMENDATION:

Receive and file.

POLICY #6-82 OF THE PLACENTIA LIBRARY DISTRICT

MEETING ROOM POLICIES AND REGULATIONS

Approved: November 1, 1990
Revised: January 21, 1993
Revised: August 15, 1994
Revised: September 19, 1994

The purpose of the Library Meeting Room is to provide facilities for educational and cultural activities that are a part of the Library program. The room may also be used by community groups or organizations (businesses, realty, energy) that are educational or cultural in nature provided that these activities are nonprofit, nonpartisan, and nonsectarian. The Board of Trustees has established the following conditions to govern the use of the Meeting Room.

1. Effective November 1, 1994, a fee of \$30.00 (normally paid the day of the meeting) is charged for each meeting or event held in the Meeting Room not exceeding four (4) hours in length. Meetings or events of more than four (4) hours will be charged an additional \$10.00 per each hour. The fee is waived for those meetings or events sponsored by the Library Staff or Board of Trustees. The fee will also be waived for the Friends of the Placentia Library, the City of Placentia and elected public officials for nonpartisan presentations and Red Cross First Aid classes for groups such as Girl Scouts, etc.
2. Application for use of the room shall be made through the office of the Library Director on the form provided for that purpose. The office should be notified 24 hours in advance of any change in a scheduled meeting. No group may reserve the Meeting Room for more than three dates per application.
3. Cancellation of meetings is a mutual responsibility. Adequate advance notice would be appreciated. Repeated failure to cancel when use is not made will be cause for forfeiture of further use.
4. A permit to use the room is not transferable.
5. Fifty per cent of the membership of any organization granted use of the Meeting Room must be residents of the Placentia Library District. Admission shall not be charged by groups using the room, except with the prior approval of the Board of Trustees, but regular fees or club dues may be collected. Exceptions to this rule may be applied to paid registrations necessary to cover expenses for institutes or special programs held in cooperation with the Library.
6. Upon reasonable notice, the Library reserves the right to require a group to reschedule or relocate within the facility if the Meeting Room is needed for Library functions.
7. Organizations using the facility are responsible for moving the chairs from the storage area and for arranging them and other furniture. Chairs are to be returned to the storage area after the meeting. If the Library staff has to set up chairs or return them, an additional fee of \$10.00 is charged.
8. The person who signs the application form will be deemed an official representative of the group, and liable for any damage to Library and facilities. The person signing the application form must be at least 18 years old.
9. Permission will not be granted for religious services, Sunday school classes, or to formal religious groups and organizations.

Placentia Library District Meeting Room Policy, #6-82, Page 2

10. Permission to use the facilities will not be granted to an individual or group representing a single political party or political action group except that in the interest of civic enlightenment and public education, use may be granted for political meetings provided all factions are invited and/or represented at the given meeting.
11. No meetings or activities shall be held for the purpose of advancing any doctrine or theory subversive under the Constitution of the United States or the State of California.
12. Meal may not be served in the Meeting Room. If light refreshments are provided, the kitchenette must be left clean and in accordance with posting kitchen-use rules. The Library does not have supplies available for the serving of refreshments.
13. The Library Director has the authority to require a refundable deposit for cleaning of the carpet if the planned activity has the potential of soiling the carpet beyond normal use.
14. Alcoholic beverages are prohibited.
15. The fact that the Board of Trustees gives a group permission to use the Meeting Room in no way constitutes an endorsement of the policies or beliefs of the group by the Board or Library Staff and further, the Board or the Staff will not be held responsible for any action undertaken or administered by any organization.
16. The Meeting Room cannot be used for music rehearsals and similar noise generating activities.
17. Personal property brought to or into the Meeting Room by any user is done so at the user's risk.
18. Permits may be revoked by the Library Director whenever there has been a violation of these rules.
19. The Meeting Room cannot be used for activities for personal profit, or benefit, except in instances where the objectives of such event is related to the improvement or betterment of the Library. Vending of any article or service will not be permitted.
20. Evening meeting held in the Meeting Room must complete all closing requirements and vacate the room by midnight.
21. If a question should arise on the interpretation of these regulations, the matter is subject to the final decision of the Board of Trustees. These regulations may be changed or amended at any time by the Board of Trustees.
22. Capacity limitations: when use as one room the maximum capacity will be limited to 139 standing or 100 seated persons. When the room is divided, each side will be limited to 50 persons.
23. Effective November 1, 1994, the charge for use of the Meeting and Conference Rooms by the same group at the same time will be \$30.00 for up to four hours and \$10.00 for every additional hour for each room used.
24. It is required when a group needs a key for use of the Meeting Room, that applicant is to sign the necessary form.
25. Organizations requiring the presence of a Page will incur the cost of the Page's wages.

Placentia Library District Meeting Room Policy, #6-82, Page 3

26. Effective October 1, 1994, a \$125 per day surcharge will be required of non-exempt renters of the Meeting Room for use of the HVAC system on days when the Library has no scheduled hours of public service and the HVAC system is scheduled to be off. This surcharge is in addition to the regular rental fee. Groups wishing to use the Meeting Room without using the HVAC system will not have to pay the surcharge.

The following equipment is available to the Meeting Room:

1. 74 Chairs
2. 12 Tables
3. 1 Lectern
4. 2 Wall Screens
5. 1 Pointer
6. Piano
7. Television Set with VCR
8. 2 Flags (American and State Flag)
9. 1 Blackboard
10. 2 Floor Fans

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director *EDM*

DATE: October 17, 1994

SUBJECT: Transmittal of the Conflict of Interest Code as revised September 19, 1994

BACKGROUND:

At its meeting on September 19, 1994, the Library Board amended its Conflict of Interest Code to adjust the names of the required reporters.

A copy of the Conflict of Interest Policy as amended and submitted to the Orange County Fair Political Practices Office is attached.

RECOMMENDATION:

Receive and file.

PLACENTIA LIBRARY DISTRICT

CONFLICT OF INTEREST CODE

(1) Section 1. Definitions.

The definitions contained in the Political Reform Act of 1994, regulations of the Fair Political Practices Commission (2 Cal. Code of Regs. sections 18100 et seq.), and any amendments to the Act or regulations, are incorporated by reference into this conflict of interest code.

(2) Designated Employees.

The persons holding positions listed in the Appendix are designated employees. It has been determined that these persons make or participate in the making of decisions which may foreseeably have a material effect on financial interests.

(3) Section 3. Disclosure Categories.

This code does not establish any disclosure obligation for those designated employees who are also specified in Government Code section 87200 if they are designated in this code in that same capacity or if the geographical jurisdiction of this agency is the same as or is wholly include within the jurisdiction in which those persons must report their financial interests pursuant to article 2 of chapter 7 of the Political Reform Act, Government Code sections 87200, et seq.¹ Such persons are covered by this code for disqualification purposes only. With respect to all other designated employees, the disclosure categories set forth in the Appendix specify which kinds of financial interests are reportable. Such a designated employee shall disclose in his or her statement of economic interest those financial interests he or she has which are of the kind described in the disclosure categories to which he or she is assigned in the Appendix. It has been determined that the financial interests set forth in a designated employee's disclosure categories are the kinds of financial interests which he or she foreseeably can affect materially through the conduct of his or her office.

(4) Section 4. Statements of Economic Interests: Place of Filing.

The code reviewing body shall instruct all designated employees within its code o file statements of economic interests with the agency or with the code reviewing body, as provided by the code reviewing body in the agency's conflict of interest code.²

(5) Section 5. Statements of Economic Interests: Time of Filing.

(A) Initial Statements. All designated employees employed by the agency on the effective date of this code, as originally adopted, promulgated and approved by the code reviewing body, shall file statements within 30 days after the effective date of this code. thereafter, each person already in a position when it is designated by an amendment to this code shall file an initial statement within 30 days after the effective date of the amendment.

(B) Assuming Office Statements. All persons assuming designated positions after the effective date of this code shall file statements within 30 days after assuming the designated positions, or if subject to State Senate confirmation, 30 days after being nominated or appointed.

(C) Annual Statements. All designated employees shall file statements no later than April 1.

(D) Leaving Office Statements. All persons who leave designated positions shall file statements within 30 days after leaving office.

(5.5) Section 5.5 Statements for Persons Who Resign 30 Days After Appointment.

Persons who resign within 30 days of initial appointment are not deemed to have assumed office or left office provided they did not make or participate in the making of, or use their position to influence any decision and did not receive or become entitled to receive any form of payment as a result of their appointment. Such persons shall not file either an assuming or leaving office statement.

(6) Section 6. Contents of a Period Covered by Statements of Economic Interests.

(A) Contents of Initial Statements.

Initial statements shall disclose any reportable investments, interests in real property and business positions held on the effective date of the code and income received during the 12 months prior to the effective date of the code.

(B) Contents of Assuming Office Statements.

Assuming office statements shall disclose any reportable investments, interests in real property and business positions held on the date of assuming office or, if subject to State Senate confirmation or appointment, on the date of nomination, and income received during the 12 months prior to the date of assuming office or the date of being appointed or nominated, respectively.

(C) Contents of Annual Statements. Annual statements shall disclose any reportable investments, interests in real property, income and business positions held or received during the previous calendar year provided, however, that the period covered by an employee's first annual statements shall begin on the effective date of the code or the date of assuming office whichever is later.

(D) Contents of Leaving Office Statements.

Leaving office statements shall disclose reportable investments, interests in real property, income and business positions held or received during the period between the closing date of the last statement filed and the date of leaving office.

(7) Section 7. Manner of Reporting.

Statements of economic interests shall be made on forms prescribed by the Fair Political Practices Commission and supplied by the agency, and shall contain the following information:

(A) Investment and Real Property Disclosure.

When an investment or an interest in real property is required to be reported,⁴ the statement shall contain the following:

1. A statement of the nature of the investment or interest;
2. The name of the business entity in which each investment is held, and a general description of the business activity in which the business entity is engaged;
3. The address or other precise location of the real property;
4. A statement whether the fair market value of the investment or interest in real property exceeds one thousand dollars (\$1,000), exceeds ten thousand dollars (\$10,000), or exceeds one hundred thousand dollars (\$100,000).

(B) Personal Income Disclosure. When personal income is required to be reported,⁵ the statement shall contain:

1. The name and address of each source of income aggregating two hundred fifty dollars (\$250) or more in value, or fifty dollars (\$50) or more in value if the income was a gift, and a general description of the business activity, if any, of each source.
2. A statement whether or aggregate value of income from each source, or in the case of a loan, the highest amount owed to each source, was one thousand dollars (\$1,000) or less, greater than one thousand dollars (\$1,000), or greater than ten thousand dollars (\$10,000);
3. A description of the consideration, if any, for which the income was received;
4. In the case of a gift, the name, address and business activity of the donor or any intermediary through which the gift was made; a description of the gift; the amount or value of the gift; and the date on which the gift was received;
5. In the case of a loan, the annual interest rate and the security, if any, given for the loan.

(C) Business Entity Income Disclosure. When income of a business entity, including income of a sole proprietorship, is required to be reported,⁶ the statement shall contain:

1. The name, address, and a general description of the business activity of the business entity;

2. The name of every person from whom the business entity received payments if the filer's pro rata share of gross receipts from such person was equal to or greater than then thousand dollars (\$10,000).

(D) Business Position Disclosure. When business positions are required to be reported, a designated employee shall list the name and address of each business entity in which he or she is a director, officer, partner, trustee, employee, or in which he or she holds any position of management, a description of the business activity in which the business entity is engaged, and the designated employee's position with the business entity.

(E) Acquisition or Disposal During Reporting Period. In the case of an annual or leaving office statements, if an investment or an interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the statement shall contain the date of acquisition or disposal.

(8) Section 8. Disqualification.

No designated employee shall make, participate in making, or in any way attempt to use his or her official position to influence the making of any governmental decision which he or she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his or her immediate family or on:

(A) Any business entity in which the designated employee has a direct or indirect investment worth one thousand dollars (\$1,000) or more;

(B) Any real property in which the designated employee has a direct or indirect interest worth one thousand dollars (\$1,000) or more;

(C) Any source of income, other than gifts and other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating two hundred fifty dollars (\$250) or more in value provided to, received by, or promised to the designated employee within 12 months prior to the time when the decision is made;

(D) Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management; or

(E) Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating \$250 or more in value provided to, received by, or promised to the designated employee within 12 months prior to the time when the decision is made.

(8.3) Section 8.3. Legally Required Participation.

No designated employee shall be prevented from making or participating in the making of any decision to the extent his or her participation is legally required for the decision to be made. The fact that the vote of a designated employee who is on a voting body is needed to break a tie does not make his or her participation legally required for purposes of this section.

(8.5) Section 8.5 Disqualification of State Officers and Employees.

In addition to the general disqualification provisions of section 8, no state administrative official shall make, participate in making, or use his or her official position to influence any governmental decision directly relating to any contract where the state administrative official knows or has reason to know that any party to the contract is a person with whom the state administrative official, or any member of his or her immediate family has, within 12 months prior to the time when the official action is to be taken:

(A) Engaged in a business transaction or transactions on terms not available to members of the public, regarding any investment or interest in real property; or

(B) Engaged in a business transaction or transactions on terms not available to members of the public regarding the rendering of goods or services totaling in value one thousand dollars (\$1,000) or more.

(9) Section 9. Manner of Disqualification.

When a designated employee determines that he or she should not make a governmental decision because he or she has a disqualifying interest in it, the determination not to act must be accompanied by disclosure of the disqualifying interest. In the case of a voting body, this determination and disclosure shall be made part of the agency's official record; in the case of a designated employee who is the head of an agency, this determination and disclosure shall be made in writing to his or her appointing authority; and in the case of other designated employees, this determination and disclosure shall be made in writing to the designated employee's supervisor.

(10) Section 10. Assistance of the Commission and Counsel.

Any designated employee who is unsure of his or her duties under this code may request assistance from the Fair Political Practices Commission pursuant to Government Code section 83114 or from the attorney for his or her agency, provided that nothing in this section requires the attorney for the agency to issue any formal or informal opinion.

(11) Section 11. Violations.

This code has the force and effect of law. Designated employees violating any provision of this code are subject to the administrative, criminal and civil sanctions provided in the Political Reform Act, Government Code sections 81000-91014. In addition, a decision in relation to which a violation of the disqualification provisions of this code or of Government Code section 87100 or 887450 has occurred may be set aside as void pursuant to Government Code section 91003.

¹ Designated employees who are required to file statements of economic interest under any other agency's conflict of interest code, or under article 2 for a different jurisdiction, may expand their statement of economic interests to cover reportable interests in both jurisdictions, and file copies of this expanded statement with both entities in lieu of filing separate and distinct statements, provided that each copy of such expanded statement filed in place of an original is signed and verified by the designated employee as if it were an original. See Government Code section 81004.

² See Government Code section 81010 and 2 Cal. Code of Regs. section 18115 for the duties of filing officers and persons in agencies who make and retain copies of statements and forward the originals to the filing officer.

³ For the purpose of disclosure only (not disqualification), an interest in real property does not include the principal residence of the filer.

⁴ Investments and interests in real property which have a fair market value of less than \$1,000 are not investments and interests in real property within the meaning of the Political Reform Act. However, investments or interests in real property of an individual include those held by the individual's spouse and dependent children as well as a pro rata share of any investment or interest in real property of any business entity or trust in which the individual, spouse and dependent children own, in the aggregate, a direct, indirect or beneficial interest of 10 percent or greater.

⁵ A designated employee's income includes his or her community property interest in the income of his or her spouse but does not include salary or reimbursement for expenses received from a state, local or federal government agency.

⁶ Income of a business entity is reportable if the direct, indirect or beneficial interest of the filer and the filer's spouse in the business entity aggregates a 10 percent or greater interest. In addition, the disclosure of persons who are clients or customers of a business entity is required only if the clients or customers are within one of the disclosure categories of the filer.

APPENDIX

Designated Positions

Library Trustee
Library Director
Principal Librarian

Disclosure Categories

The above designated positions must disclose all investments, interest in real property, income, and business positions.

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director *EDM*

DATE: October 17, 1994

SUBJECT: **Submission of the 321 Grant (California Department of Education for the Adult Literacy Program) General Assurances Documents for Fiscal Year 1994-1995**

BACKGROUND:

Placentia Library District is beginning its second year of funding from the California Department of Education Adult Literacy Program 321 Grant.

This program provides a \$3,500 base grant plus an additional stipend based upon the number of classroom hours conducted.

These funds are stipulated to be used for staff development and program enrichment.

Federal and State General Assurances are required in order to be eligible to receive the 321 Funds. These documents were mailed to the California Department of Education on October 4, 1994.

RECOMMENDATION:

Receive and file.



CALIFORNIA DEPARTMENT OF EDUCATION

721 Capitol Mall: P.O. Box 944272

Sacramento, CA 94244-2720

September 9, 1994

Cindy McClain
Placentia Library District
411 E. Chapman Ave.
Placentia CA 92670

GRANT NO. 94-03055-30- M692

FY 1994-95 LETTER OF ENCUMBRANCE
Adult Education-Sections 321/322/326

Dear Ms. McClain :

This letter is notification of approval as follows of your application for FY 1994-95 Adult Education funds authorized under P.L. 100-297 as amended by the National Literacy Act of 1991:

PROGRAM	HHUs	RATE	FUNDING
Base Grant			3,500.00
Section 321 ABE	10	\$ 16.00	160.00
Section 321 ESL	8	\$ 16.00	128.00
Section 321 (ABE) Incentive	10	\$ 4.00	40.00
Section 322 (Homeless)	0	\$ 52.00	0.00
Section 326 (Correctional)	0	\$ 28.00	0.00
TOTAL ENCUMBRANCE			\$3,828.00

The California Budget Act of 1994 (6610-156-890) requires that \$7,669,000 of federal adult education funds be used to provide immigrants seeking citizenship appropriate instruction for proceeding through the naturalization process successfully. Therefore, your request for HHUs based upon planned ESL classes has been modified using the following guidelines for encumbrances for all currently approved applications:

- * Base Grant of \$3,500
- * 1/3 of approved 1993/94 ESL HHU allocation
- * All approved 1993/94 ABE HHU allocation

SPECIAL NOTICE

- Citizenship funding information will be disbursed at a later date pending State Board of Education and United States Department of Education approval of a change in the California State Plan for Adult Basic Education.
- Locations and times of information sessions about teaching citizenship will be forthcoming. All agencies currently involved and those planning to apply for participation in this project should attend the sessions in their region when scheduled.

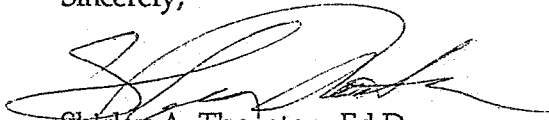
Adult Education FY 1994-95
Letter of Encumbrance
September 9, 1994
Page Two

GENERAL INFORMATION

- These funds must be expended in accordance with the terms set forth in your original application and the enclosed General and Program Assurances and Certifications. You are asked to sign these documents, file a set with this letter, and return them within thirty (30) days to John Roman, California Department of Education, Management, Planning and Development Unit, P.O. Box 944272, Sacramento, CA 94244-2720. Failure to comply with this request can result in denial of payments. Agencies will not be encumbered until they are on the OTAN system and have submitted their OTAN I.D.
- As in previous years, according to federal program administrative policy, students must attend a minimum of 12 hours before their attendance is counted for HHU reimbursement.

For information and technical assistance in the operation of your adult education program, please review the information in the OTAN Forum or contact the field assistance consultant assigned to your area (see enclosed consultant list and map).

Sincerely,



Shirley A. Thornton, Ed.D.
Deputy Superintendent
Specialized Programs Branch

Enclosures

cc: Adult Education Coordinator

California Department of Education
Adult Education Act -- P.L. 100-297

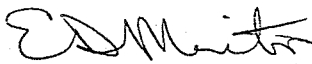
GENERAL ASSURANCES

The signature of the authorized agent on the bottom of this page acknowledges adherence to these general assurances.

1. Programs and services shall be in compliance with Title VI and Title VII of the Civil Rights Act of 1964, the California Fair Employment Practices Act, and Chapter 4 (commencing with Section 30) of Division I of Title 5, California Administrative Code. A statement of compliance with Title VI of the Civil Rights Act of 1964 has been filed with the Superintendent of Public Instruction.
2. Program and services shall be in compliance with Title IX (nondiscrimination on the basis of sex) of the Education Amendments of 1972.
3. Programs and services shall be in compliance with the affirmative action provisions of the Education Amendments of 1972.
4. Programs and services shall be in compliance with the Age Discrimination Act of 1975.
5. Programs and services for handicapped persons shall be in compliance with the Education for All Handicapped Children Act of 1975, Section 613(a) and Section 504 of the Rehabilitation Act of 1973.
6. When federal funds are made available, they will be used so as to supplement, and to the extent practicable, increase the amount of state and local funds that would, in the absence of such federal funds, be made available for the uses specified in the State Plan, and in no case supplant such state or local funds.
7. All state and federal statutes, regulations, program plans, and applications applicable to each program under which federal or state funds are made available through this application will be met by the applicant agency in its administration of each program, and the undersigned is authorized to file these assurances for such applicant agency.
8. Fiscal control and fund accounting procedures shall be used that will ensure proper disbursement of, and accounting for, state and federal funds paid under each program.
9. The recipient shall comply with audit requirements of the Single Audit Act of 1984 and all policies, procedures, and guidelines outlined in the Federal Office of Management and Budget (OMB) Circular A-128, and audit requirements under OMB Circular 133. Audits shall be conducted in accordance with an audit of financial statements performed in accordance with Generally Accepted Auditing Standards (GAAS) and with policies and procedures established by the Governor.
10. Any application, evaluation, periodic program plan, or report relating to each program will be made readily available to members of the general public.
11. Auditable records will be maintained on file in a central location.
12. The district board of trustees has adopted written procedures to ensure prompt response to complaints from parents, members of advisory committees, and members of other groups within 30 days, and has disseminated these procedures to parent and community groups in the district.

-2-

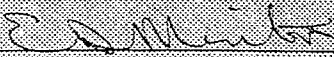
13. The applicant agency is the primary provider of the Adult Basic Education and/or ESL classes for which supplemental funding is requested.
14. The applicant agency will not charge any student a fee, tuition, or registration of any kind for enrollment in ABE or ESL instruction.
15. The applicant agency will fulfill all state data collection and reporting requirements in an accurate and timely manner.
16. The applicant agency will use funds to assist and expand existing programs and to develop new programs for adults whose lack of basic skills: (a) renders them unemployable; (b) keeps them, whether employed or unemployed, from functioning independently in society; and (c) severely reduces their ability to have a positive effect on the literacy of the children.

NAME OF AGENCY Placentia Library District	
NAME OF AUTHORIZED REPRESENTATIVE: Elizabeth Minter	TITLE: Library Director
SIGNATURE 	DATE 9-28-94

CALIFORNIA DEPARTMENT OF EDUCATION Adult Education Program Assurances

- A. Section 321, 322 and 326 federal funds are to supplement local and state funds. They are intended for supplementary educational services that enable adults to:
- Acquire basic literacy skills;
 - Complete elementary school courses;
 - Secure training for employment and citizenship
- B. At least ninety-five percent (95%) of the funds provided to local agencies must be expended for adult education instructional or support activities identified below under Section C. Fully documented administrative expenditures are allowable up to five percent (5%). No indirect charges will be reimbursed.
- C. Students must attend a minimum of 12 hours before their attendance is counted for HHU reimbursement. Eligible activities for unit (HHU) funding include the following:
- Purchase of supplementary instructional materials and supplies;
 - Supplementary services that alleviate problems related to scheduling, class size, class locations, and transportation;
 - Inservice training for personnel;
 - Counseling and guidance services;
 - Child care for children of adults who are attending classes under Section 321.
- D. Eligible activities for the \$3,500 base grant funding are staff development, program assessment, and networking. *No other grant activities are eligible for the \$3,500 base grant.*
- E. Funds cannot be allocated to general secondary school programs designed around high school equivalency certification or the General Educational Development (GED) Exam, or ESL classes above the eighth grade level in preparation for the Test of English as a Foreign Language (TOEFL) examination. Instruction will be funded regardless of where students are taking the classes, when it can be demonstrated that those students have skills below an eighth grade level, functioning below a CASA 230 score.
- F. Students will not be charged tuition, fees, or any other charges, nor required to purchase any books or any other instructional supplies or materials needed for participation in the program.

As authorized agent, the undersigned assures that as a condition of receiving federal Adult Education funds, the agency will offer adult education instruction in accordance with the above:

Agency Name:	Placentia Library District
Name of Authorized Agent:	Elizabeth Minter
Signature:	
Date:	9-28-94

California Department of Education
Adult Education Grants
FISCAL YEAR 1994-1995

CERTIFICATION

A. DEBARMENT: Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, Section 85.510. (Lower Tier)

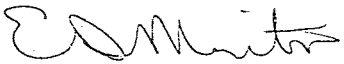
- (1) The recipient agency certifies, that in its operations of an Adult Education program, neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the recipient agency is unable to certify to any of the statements in this certification, such agency shall attach an explanation to this proposal.

B. LOBBYING: As required by Section 1352 Title 31 of the U.S. Code, and implemented at 34 CFR Part 82, for persons entering into a grant or cooperative agreement over \$100,000 as defined at 34 CFR Part 82 Sections 82.105 and 82.110, the recipient agency certifies that No Federal appropriated funds have been paid or will be paid, by or on behalf of the recipient agency, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal grant or cooperative agreement.

C. DRUG-FREE WORKPLACE: As required by the State Drug-Free Workplace Act of 1990 (Government Code Section 8350 et seq.) and the Federal Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610, the recipient agency certifies that it will or will continue to provide a drug-free workplace.

Terms and conditions of Debarment, Lobbying and Drug Free Workplace are specified in the enclosed "Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements."

The Authorized Agent, in signing this document, certifies that he/she has read and is in compliance with all terms and conditions required for certification.

<p>AGENCY NAME</p> <p>Placentia Library District</p>	
<p>Printed Name of Authorized Agent</p> <p>Elizabeth Minter</p>	<p>Title</p> <p>Library Director</p>
<p>Signature (Original signature required)</p> 	<p>Date</p> <p>9-28-94</p>

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing Standard Form LLL "Disclosure Form to Report Lobbying", if applicable. Signature on the form provides for compliance with certification requirements under 34 CFR Part 82, "New Restrictions on Lobbying," and 34 CFR Part 85, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Education determines to award the covered transaction, grant or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 CFR Part 82, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 34 CFR Part 82, Sections 82.106 and 82.110, the applicant certifies that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the applicant to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal grant or cooperative agreement;
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the applicant shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions (contact the California Department of Education, Adult Education Unit for copies of this form (915) 322-2175);
- (c) The recipient shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements and subcontracts) and that all subrecipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, Sections 85.105 and 85.110 -

A. The applicant certifies that it and its principals:

- (a) Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of a fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause of default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (Grantees Other Than Individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610 -

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

- (b) Establishing an ongoing drug-free awareness program to inform employees about -
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a):

- (d) Notifying the employee that in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction.

(e) Notifying the agency in writing within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employees of convicted employees must provide notice, including position title to: Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W. (room 3124) Regional Office Building No. 3, Washington, DC 20202-4571. Notice shall include the identification of each affected grant;

- (f) Taking one of the following actions within 30 calendar days of any receiving notice under subparagraph (d)(2) with respect to any employee who is so convicted -
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local agency, law enforcement, or other appropriate agency.

g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (street address, city, county, state, zip code):

Check here if there are workplaces on file that are not identified here

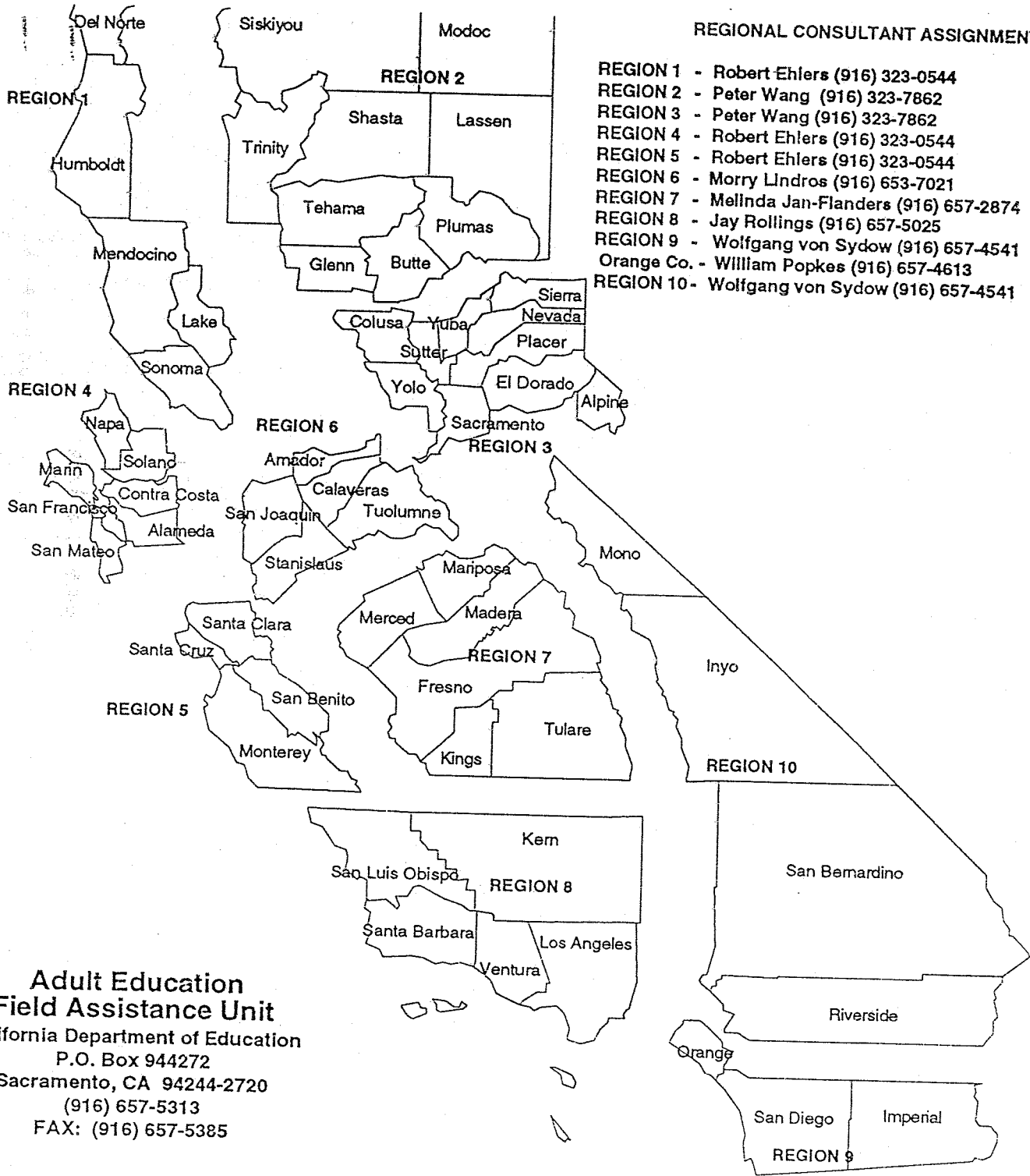
DRUG-FREE WORKPLACE (Grantees Who Are Individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610-

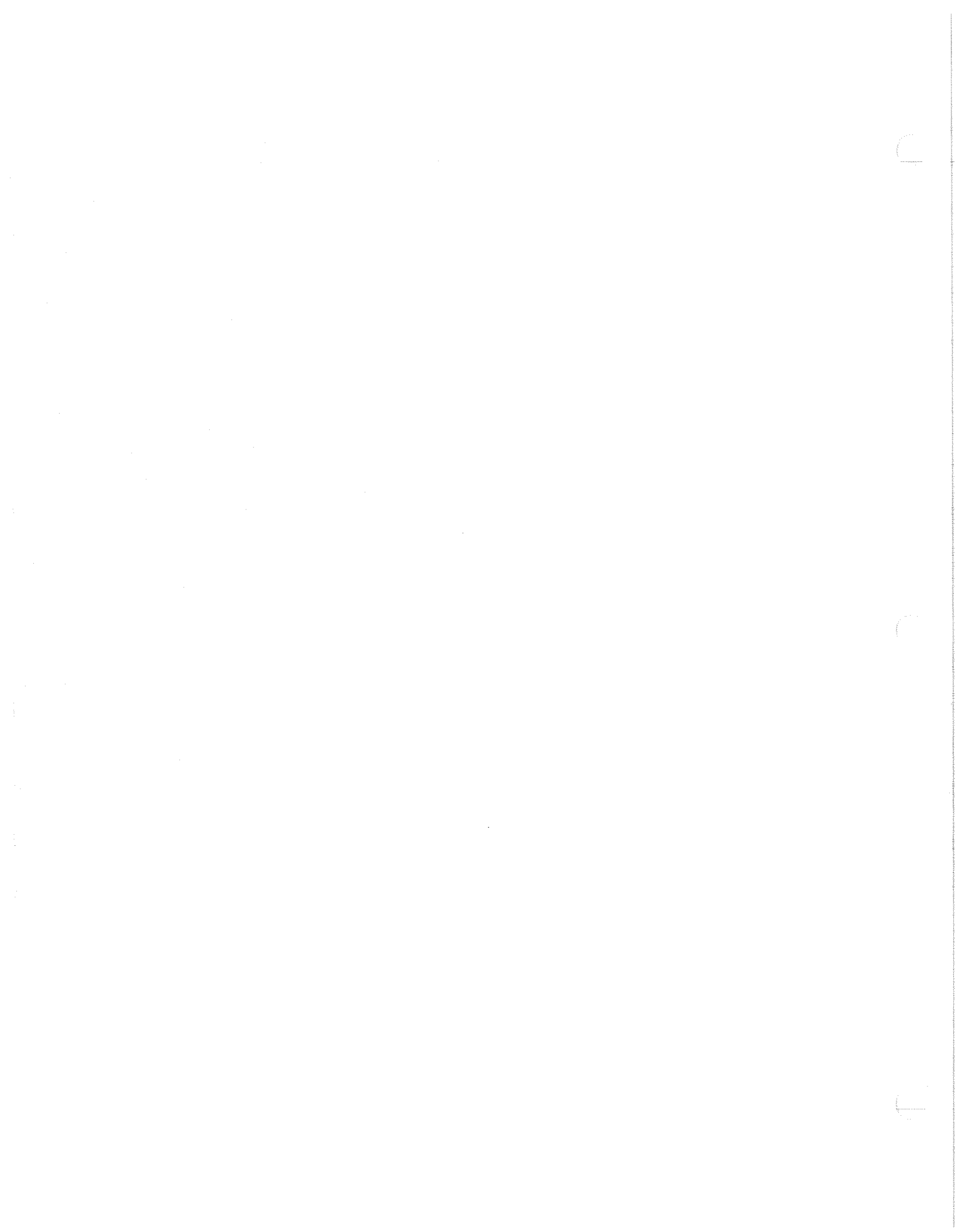
A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, to: Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 3124, GSA Regional Office Building No. 3) Washington, DC 20202-4571. Notice shall include the identification number(s) of each affected grant.

CALIFORNIA DEPARTMENT OF EDUCATION YAAES DIVISION REGIONAL STRUCTURE



**Adult Education
Field Assistance Unit**
California Department of Education
P.O. Box 944272
Sacramento, CA 94244-2720
(916) 657-5313
FAX: (916) 657-5385



TO: Elizabeth Minter, Library Director

FROM: Suad Ammar, Principal Librarian

DATE: October 17, 1994

SUBJECT: **Final Report for the 75th Anniversary Celebration and Heritage Days Parade.**

Heritage Day Parade: The Library Board of trustees President Peggy Dinsmore, Secretary Sandra Stark and trustees Fred West, Ray Evans and Al Shkoler rode in classic and antique cars accompanied by the Library Director Elizabeth Minter, Principal Librarian Suad Ammar and the President of the Friends of the Library Pat Irot.

Just ahead of this procession, Valencia high school Interact Club students, wearing Placentia Library Literacy T-shirts, carried The 75th Anniversary banner .

The traditional "Library Characters" followed the banner as they talked to the crowds, played with children and even signed autographs for some of them.

The Library entry's motto was " Keep the Library Open! Keep the Dream Alive."

The 75th Anniversary Celebration: The Celebration started at 2:00 P.M. on Sunday October 16, 1994. Placentia Boy Scout and Girl Scout Troops presented the Colors and lead in the Pledge of Allegiance to a crowd of approximately two hundred.

The City of Placentia provided the showmobile and a lot of support, as did the Placentia Police Department through their Explorer Program.

The Planning Committee for this event were: Suad Ammar as chairperson, Library Trustee Ray Evans, Pat Irot, President of the Friends of the Library, and Marie Schmidt, Vice-chairperson of the Placentia Historical Committee.

Pat Irot, was the Master of Ceremonies.

Glimpses of Placentia History were researched by Dr. Lawrence de Graaf, a member of the Placentia Historical Committee and history professor at California State University Fullerton. These glimpses, scanning the history of Placentia and the Library, were read by Dr. de Graaf, Dr. Joseph Arnold, and Mrs. Voisa Arnold.

Virginia Carpenter was the program's honored guest. She was introduced by Peggy Dinsmore, the President of the Library Board of Trustees, and received proclamations from



Final Report for the 75th Anniversary Celebration, October 1994, Page 2.

the City, the County Board of Supervisors, the District's Senator and U.S. Congressman, the same City, State and U.S. Officials presented the Library with Proclamations commending it for 75 years of continued service.

75 year old Placentia residents were recognized as special guests.

Huell Howser, Journalist and television producer was the keynote speaker. He talked about California as a state rich with special communities like Placentia , and special people like Virginia Carpenter. Mr. Howser received a framed shamrock crate label, and a set of unframed crate labels for being the speaker.

Marie Schmidt, dedicated the Placentia History Room, and invited the guests to visit it.

Mr. David Hiskey, Placentia Library Foundation Director presented the Foundation and recognized Mrs. Ruth Bartlett, Mr. and Mrs. Bob Olson and Mrs. Dixie Shaw as the first three benefactors of the Foundation.

A special Memory Book had been compiled of reflections and memoirs of former employees, Library Board members, Friends' Presidents, volunteers and patrons. The Book was presented to all 75ers, elected officials, Friends, Committee members and those who contributed to its contents. Copies of the Book were available for sale, donations were accepted.

All refreshments and paper goods were donated by local food markets. Other community donations were generously offered. All donors were acknowledged in the program. (attached) The Celebration was video taped by Comcast, the local cable Company, and D.G.S. Engineering. Tapes will be available for the Library to reproduce as needed.

Placentia Library District

wishes to thank the following special contributors

Friends of the Placentia Library

City of Placentia

City of Placentia Police Department

Police Explorers

Albertson's

Alpha Beta/Food 4 Less

Bear Roots Florist

D.G.S. Engineering

General Foods

Heritage Day Committee

Cal Nullmeyer, Marshall Cavendish Corporation

Office Depot

Placentia Boy Scout Troop 723

Placentia Boy Scout Troop 780

Placentia Girl Scout Senior Troop 286

Placentia Historical Committee

Placentia Linda Hospital

Ralphs

Sam's Warehouse

SIRS

Smith Food King

St. Joseph School, Mrs. Hlavac's 8th graders

Valencia High School JSA-Interact Club

John Walcek, Pound Photographs

Yours Truly

Seventy-fifth Anniversary Celebration Program

Master of Ceremonies Pat Irot

Presentation of the Flags and
Pledge of Allegiance Boy Scout Troops 723 & 780
Girl Scout Troop 286

Glimpses of Placentia History Joseph Arnold, Ph.D.
Voiza Arnold
Lawrence de Graaf, Ph.D.

Virginia Carpenter's
Recognition Peggy Dinsmore
Al Shkoler

75th Birthday Recognition,
Placentia Residents Suad Ammar
Saundra Stark
Fred West

Keynote Speaker Huell Howser

Library Proclamations Received by
Peggy Dinsmore
Saundra Stark
Fred West
Al Shkoler

Dedication of
Placentia History Room Marie Schmidt

Presentation of
Placentia Library Foundation David Hiskey, Esq.

Library Open House

Refreshments will be served following the program

Placentia Library District

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Peggy Dinsmore, President
Saundra Stark, Secretary

Ray Evans
Al Shkoler
Fred West

Elizabeth Minter, Library Director

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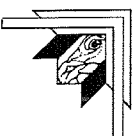
Placentia Library Foundation

Board of Directors

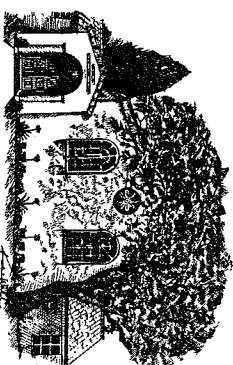
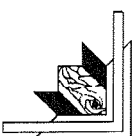
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David D. Hiskey, Esq.
Pat Irot
Charles A. Munson, C.P.A.

75th Anniversary Planning Committee

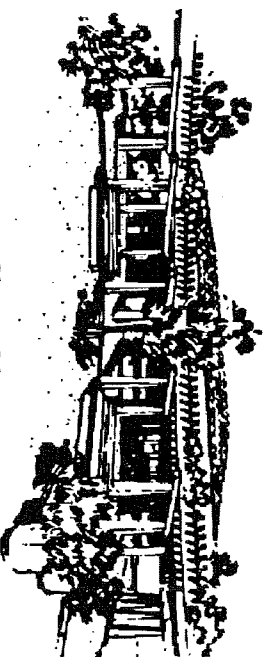
Saad Ammar, Chairperson
Ray Evans
Pat Irot
Marie Schmidt



Placentia Library District
1919-1994



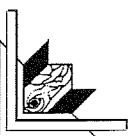
Placentia Library
1927-1974



Placentia Library
1974

Seventy-fifth Anniversary Celebration

October 16, 1994
2:00 P.M.





Dan L. Rowland and Associates, AIA, Inc.
Architecture and Planning

October 14, 1994

9235-1

Placentia Library District
411 E. Chapman Avenue
Placentia, CA 92670-6198

Attention: Elizabeth D. Minter
Library Director

Subject: Disabled Access Remodeling Main Library
Status Report

Dear Ms. Minter:

1. The plans are at the City pending review by Robert Chang and Chris Becker, who has been out of the office the last few days.
2. The specification boiler plate will be provided by Chris Becker at Public Works. DLRA has received sample.
3. A meeting will be scheduled next week with Robert Chang, Chris Becker and our office to review plans and specifications per Robert Chang's request.
4. Finishes and furniture still need to be verified. Final selection can be made concurrent with City review.
5. A set of plans as submitted to the City is provided for your review.

Sincerely,

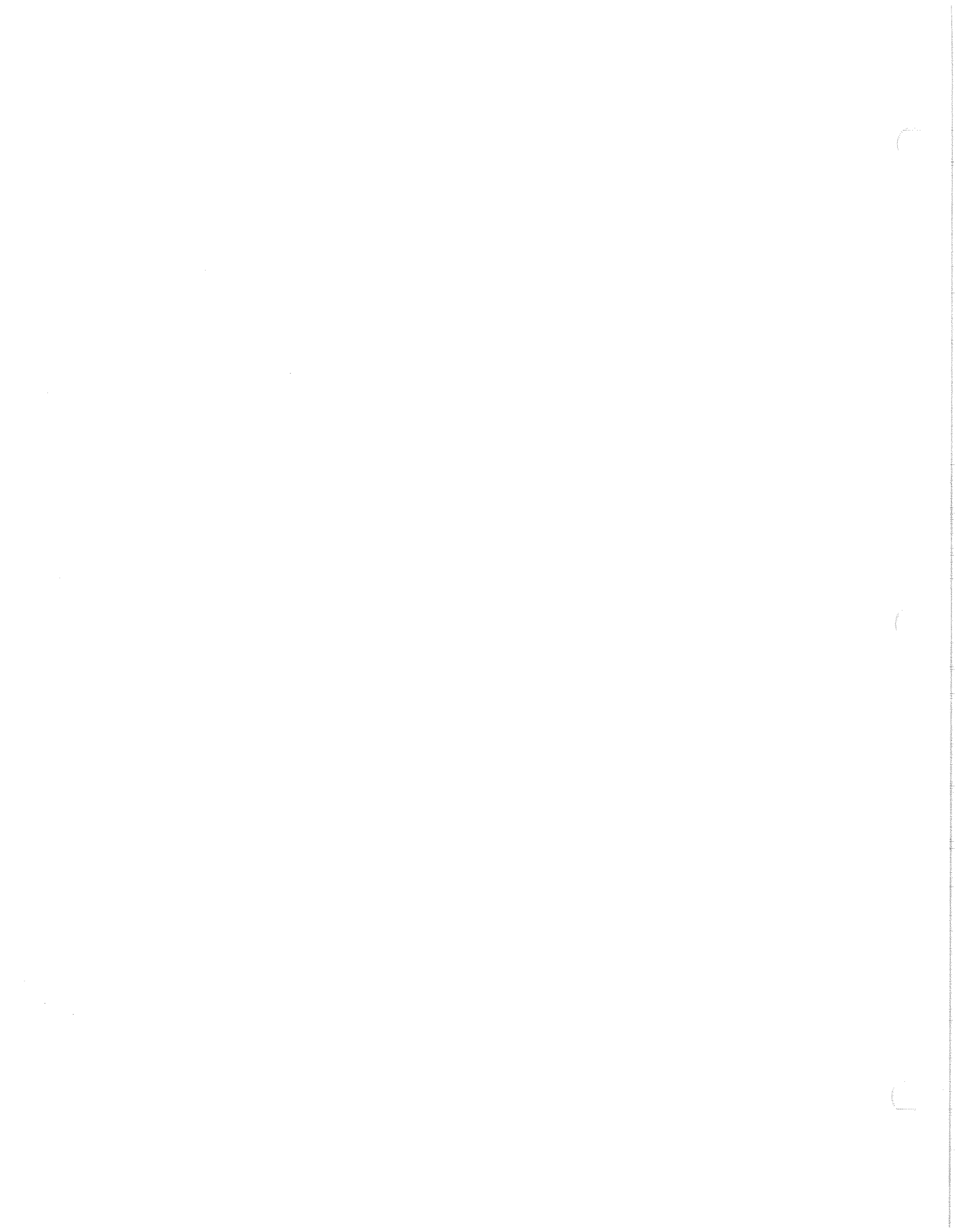
DAN L. ROWLAND AND ASSOCIATES, AIA, INC.

Allen L. Hibbs, AIA
Principal

ALH/pd

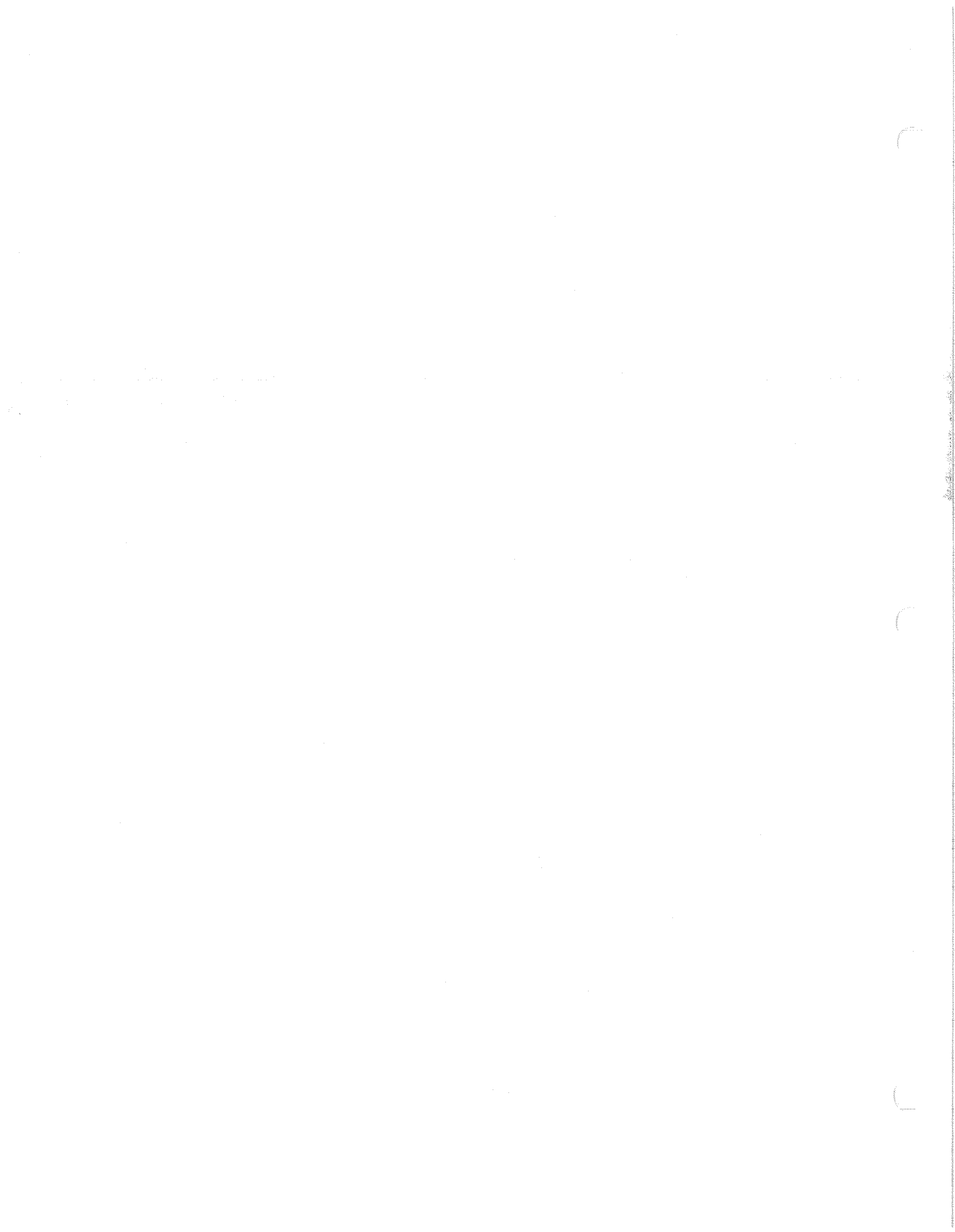
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TO: Elizabeth Minter, Library Director
 FROM: Suad Ammar, Principal Librarian *SA*
 DATE: October 11, 1994
 SUBJECT: Program Committee Report for the Month of September, 1994.

PLACENTIA LIBRARY DISTRICT		
PROGRAM STATISTICS		
DEPARTMENT	AUGUST 94	
	# PROGRAMS	# ATTENDEES
<i>ADULT SERVICES</i>		
Placentia Pride	1	5
<i>CHILDREN'S SERVICES</i>		
Special Program	1	42
Group Visits	12	262
Visits to Classrooms	3	90
<i>LITERACY SERVICES</i>		
Recognition Event	1	45
Families For Literacy	3	92
Tutor Training Followup	1	5



TO: Elizabeth Minter, Library Director
FROM: Kay Schneider 
DATE: October 4, 1994
SUBJECT: Children's Services Report for September

Every Child... a Library Card! - This is the third annual campaign urging all Placentia children to get and to use a library card. The Children's department sent flyers and bookmarks through the schools to parents and children inviting them to come to the Library and register for a new Library card. Each child who comes in and registers for a new card receives a pencil and is eligible to enter a drawing for new paperback books. The children getting their first Library cards are very excited at the special treatment and incentives. This promotion will last from the mid-September until the end of October. It is also being publicized by a large and colorful bulletin board.


Newsletter for Preschool, Primary and Intermediate Teachers - The fall issue of this newsletter has been prepared and delivered to the staff members of the Placentia Elementary Schools by the Children's department. This issue promoted upcoming events, explained how and why it is important for the teachers to use the assignment alert system and invited classrooms to visit the Library. Each teacher also received a small poster for their classroom with the Library hours and a copy of the assignment alert form. The newsletter has proved to be an effective communication tool.

Phil Yeh - Nationally known author and cartoonist Phil Yeh presented a workshop for children ages 5 - 14 on September 26. He talked to the children about writing, demonstrated cartooning techniques and he and the children developed a sample cartoon. The program was attended by 42 children, parents and teachers. He was well received by both the older and younger audience members. It was a good program and it was very beneficial for the Library to be able to bring a children's author to the community. His books and T-shirts with his designs were sold (by Phil) after his program.

Classroom Visits - The schools have begun their visits already this year. Twelve groups with 262 children came to the Library for tours, stories and book selection. Two sixth grade classes walked from Brookhaven School for a tour, library instruction and for a scavenger hunt planned by their teachers. This is the third year for this activity and it works very well. It helps prepare them for upcoming assignments that require library research. One of the classes sent illustrated "Thank You" notes and a few are now on display in the children's department.

I was also invited to visit three classrooms (ninety children) of first graders to explain how a Library works, to show them some of the types of stories they might be able to check out when they visit the Library and to tell them stories.

Displays - "Stories About School" Picture books and fiction for older children dealing with school were displayed for the month of September. Parents seemed to gravitate toward this display. The children's staff is trying to stimulate the awareness of the variety of good children's fiction available through these genre oriented monthly displays.

TO: Elizabeth Minter, Library Director
 FROM: Julie Shook, Reference Librarian 
 DATE: October 8, 1994
 SUBJECT: Acquisitions Report

Dollars Spent 9/1/94 to 9/30/94

Adult Continuations Print	
Adult Continuations Electronic	
Adult Fiction	\$415.43
Adult Non-Fiction	132.75
Adult Reference	
Adult Audio	
Adult Video	
Juvenile Continuations Print	
Juvenile Continuations Electronic	
Juvenile Fiction	25.06
Juvenile Reference	
Juvenile Non-Fiction	
Juvenile Audio	
Juvenile Video	
Total	573.24

Dollars Spent 7/1/94 to 9/30/94

Adult Continuations Print	\$641.12
Adult Continuations Electronic	7,753.75
Adult Fiction	733.42
Adult Non-Fiction	148.86
Adult Reference	
Adult Audio	37.71
Adult Video	
Juvenile Continuations Print	
Juvenile Continuations Electronic	
Juvenile Fiction	640.83
Juvenile Reference	83.01
Juvenile Non-Fiction	618.45
Juvenile Audio	
Juvenile Video	
Total	\$10,514.59

Outstanding Orders:	Dollars Encumbered:
Regular Accounts	\$3201.67
Gift Accounts	670.46
Juv. Reference*	1160.60
Juv. Non-Fiction*	1970.80

*To be invoiced 12/1/94

Donated Items 7/1/94 to 10/9/94

Adult Books	158	\$2,814.50
Juvenile Books	9	83.65
Adult Videos	120	2,790.00
Juvenile Videos	30	535.00

(These figures do not include paperbacks.)

TO: Elizabeth D. Minter, Library Director
FROM: Cheryl Willauer *W*
DATE: October 10, 1994
SUBJECT: **Publicity materials produced for September 1994**

Information added for this month on Channel 53 the Placentia Library cable channel included September quotes, Literacy tutor training, the Friends of the Library huge used book sale coming up in November, Children's storyhour starting October 3rd, Afterschool Specials starting October 26, the Anniversary Celebration October 16 with special note of Virginia Carpenter being the guest of honor and Huell Howser being the keynote speaker.

Newspaper articles include, special two part article from the Sacramento Bee September 26 and 27, on the state of Libraries in California. Other articles include Phil Yeh giving a cartooning workshop and speaking at the Annual Meeting of the Literacy Volunteers, Great Books Meeting, Library Board Meeting, Placentia Pride Meeting, Seminar on Living Trusts meeting, April Ottavian column promoting the Anniversary Celebration, announcement of children story hours and after school specials, article on how much money was donated to the Library last year, and a picture of the the future site of the Placentia Civic Center and Library, article on O.C. officials shy away from library tax, two commentaries on libraries in general. Also a very nice feature on Pat Irot, President of the Friends of the Library.

Attached are the two newsletters sent out to the Elementary and High School teachers in the Placentia\Yorba Linda District.

A STACK OF TROUBLES



Signs posted at the door to the Merced County Library tell the story of its dire financial straits. The facility is now open only three days a week.

By Steve Wiegand and Nancy Vogel
Bee Staff Writers

"There is not such a cradle of pure democracy upon the earth as the free public library."
— Andrew Carnegie

They are portals to the past and future, and they are way stations for winos. They are depositories of wisdom, and they are baby-sitting centers for working parents. They are a unique and venerated symbol of democracy, and they are "just another welfare program." They are California's public libraries, and by and large, they are in trouble.

Once-proud state libraries battling decay

► First of two parts

"It is dire," said Gary Strong, who after 14 years as California state librarian left last month for a job as director of the Queens library system in New York. "Libraries represent the California dream, and if something isn't done, the dream is going to pass us by and we won't even notice it."

Interviews with more than 100 librarians, elected officials and library users around the state and nation draw a portrait of California's libraries as the neglected stepchildren among societal institutions — ignored by politicians, taken for granted by the public and led by people who are sometimes reluctant to speak up for themselves.

Please see FADING, page A12

SACRAMENTO BEE Sept. 25 1990

WWII soldier finds the boy who saved him

Trail leads from France to Sonoma

By Janine DeFao
Bee Staff Writer

It had been 50 years since Philip Roy heard that voice. Fifty long years wondering whatever happened to the French lad he believes saved his life, and a decade spent searching for him.

Those years of uncertainty ended suddenly Saturday afternoon with a simple but heartfelt message left on an answering machine.

"Hello Roy ... Guess who this is? ... This is Claude Ganaye," the heavily accented voice said be-

fore breaking into sobs and asking for a return call as soon as possible.

Roy, a month shy of 79, stood in his Maine home and listened as his long lost friend left the message, too overwhelmed to pick up the receiver.

The former World War II rifleman had been planning to travel to France in two weeks to continue his search for the youth — now 66 — who had once led him on a torturous path through mine fields near Brest, to a place where

Please see GANAYE, back page, A24

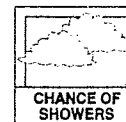
► ENCORE

Actress shows off her new wild streak

After years of period pieces and tragic roles, Meryl Streep jumps into the thriller genre with "The River Wild."



► FORECAST



HIGH • 89
LOW • 63

► INDEX

Classified Index **H18**
Crosswords **D5, H16**
Horoscope **D5**
Jumble **H16**
Movies **Encore**
Obituaries **B7**
Weather **B2**

Many s... to accep...

By Diana K. Sugg
Bee Medical Writer

The anonymous lea...

The author is 66 a...

A bone marrow might make a differ... person doe...t want have to pay... treat in this case... little success.

"I had a hard time w... No. 2 because I am te... multiple myeloma ... The writer's strugg... solutions to a health c... that is at once ratio...

**A STACK OF T
CALIFORNIA'S DECAY**

Libraries represent the California dream, and if something isn't done, the dream is going to pass us by and we won't even notice it.

Gary Strong
former California state librarian

A FADING LAMP

Continued from page A1

"In the mid-1970s," said Strong, "every indicator pointed to California being either the top or one of the top half-dozen library systems in the country. ... It's much nearer the bottom than the top."

The signs of decay are pervasive:

■ At the East Florence Avenue branch of the Los Angeles County Public Library system, a recording informs callers that "the library is closed Sunday, Monday, Tuesday, Wednesday and Friday." In fact, according to federal statistics, California ranks 50th — dead last — among states in the number of hours per capita that its libraries are open.

■ At the Chico branch of the Butte County library system, they haven't bought a new book in two years. Overall, California's library materials budgets have dropped 35 percent in the past two years, at a time when the costs of books and magazines are soaring far faster than the inflation rate.

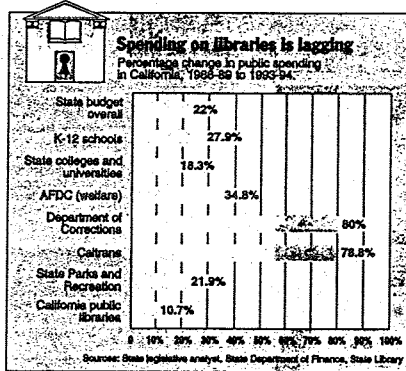
■ In Sacramento, money spent on children's library services dropped 82 percent between 1988 and 1993. At seven libraries around the state last year, all children's programs were eliminated. Four libraries gave up trying to mend books. Dozens of others curtailed or abolished traditional services that range from answering reference questions to providing income tax forms.

"I have a concern that we've not hit the bottom," said Richard Killian, director of the Sacramento Public Library. "There are still a lot of people who feel that libraries haven't been hurt badly enough yet."

Funds depend on localities

Given the realities of the post-Proposition 13 era and the state's more recent economic drought, libraries are hardly alone among government services in feeling pinched. But several other factors make their problem unique.

One is that they are almost wholly a creature of local government. In California, more than 90 percent of library funding comes from local government sources, with the rest coming from the state and federal governments, and private donations and fund-raising



groups. "We got \$8 million, total, from the state," said Strong. "In New York, they got \$93 million from the state, and New York is the only other state lower than we are in bond ratings."

California's parsimony when it comes to public libraries has led to a bitterly striking phenomenon: While the number of available volumes in the state's prisons has risen from 3.8 to 5.8 per inmate in the past three years, it has dropped from 2 to 1.9 per resident in the state's public libraries.

Even when state money is available, it's often not enough to make a difference. In the Riverside County town of Hemet, the City Council voted last year to reject a \$7.2 million state grant to help pay for construction of a new library. The reason? The city couldn't come up with \$3.8 million in local matching funds.

Local funding sources also vary widely, from utility tax revenues to a set percentage of local property tax collections to the whims of local elected boards. The result is a wide disparity in the economic health of the state's 166 public library systems. In San Diego, for example, the city library system's operating budget increased 10.3 percent between 1989 and last year while the county system's budget increased only 1.3 percent.

Good libraries are magnets

Even within a single system, there can be wide variations. While the rest of the Yolo County library system was forced to

make cuts in service last year, the Davis branch was renovated and is expanding hours, thanks to a 1989 voter-approved parcel tax that applies only to the Davis branch.

Local libraries that are doing well often say they attract hundreds of users from other areas, who take advantage of the fact that most California libraries allow nonresidents to hold cards. In Beverly Hills, so flush with resources is the city's library that more than half the library's card holders come from surrounding communities. "We feel very lucky" to be in that position, said spokesman Mike Steinfield.

But in Merced County, where the library system has been on the verge of shutting down completely for the past few years, and where voters have twice turned down tax increase proposals that promised to provide more library money, the library is being kept on life support through donations and a one-time federal grant.

"The people in Merced have no idea what good library service is all about," said librarian Charlene Kasterka. When the money runs out later this year, they may have no library service at all.

Because of Proposition 13 restrictions, local ballot measures to increase taxes specifically for libraries require two-thirds approval. Last year, library tax proposals in Mission Viejo and Hemet, both in Southern California, received more than 65 percent approval but failed to get the required two-thirds.

"You couldn't get two-thirds of the people here to agree the sky is blue," observed Linda Thompson, a librarian in Butte County, where library tax proposals have failed three times since 1987.

And because they are among the few government programs left to the discretion of local elected officials, libraries are among the easiest to cut.

"Probably 85 percent or more of county spending is dictated by the state," said Dave Oppenheim of the County Supervisors Association of California. "When it comes down to choosing between the sheriff and the librarian over every left, the sheriff is going to win every time."



Donated books are sold by volunteers to raise money to keep the Merced Co.

But librarians and their supporters argue that while that may be prudent politically, it is also shortsighted.

"The children in your community are going to get your time, your money, your attention and your resources one way or another," said Deborah Prothrow-Stith, a professor of public health at Harvard University. "The business of preventing violence is the business of building healthy communities around all the children, not just some. ... Healthy communities have libraries."

But California historian Kevin Starr, who replaced Strong as California's state librarian last month, said librarians must prove their case that libraries are as vital as other public services.

"Librarians have to align themselves psychologically in the minds of public officials that they are analogous to public health and other services," Starr said. "Very few public officials are going to vote to close down a needed emergency room or a needed school. So rather than berate public officials, the job is to constantly remind them that the library is not just recreational reading. It's the information network that this society increasingly needs to hold it together."

'There's something wrong'

Many California libraries were hit particularly hard in the past two years the Legislature and Gov. Pete Wilson effect shifted \$2.6 billion in proper revenues from local programs to help ease the state budget. Libraries themselves largely ignored in the a of money from cities and county schools and law enforcement. In Los Angeles County alone, the shift sliced library budget in half and forced its permanent closure of 10 branches.

"There's something wrong in this when it's so hard to finance a service as basic as a library," said Sandra Re Los Angeles County library director.

What's wrong, many librarians say that the Legislature is dead to their "The legislators just throw up hands," said Marsha Schneider, county relations librarian for the Francisco Public Library. "They say libraries are important, but what do we want to do? Where do you want take the money from?"

Part of the reason librarians lack local clout, observers say, is that the ditionally have not been good at let for their cause. "These are a town has,"

Nichole Lewis: 'Books help people to understand themselves better.'



Book/Owen Brewster

Nichole Lewis figures that someday she'll choose books that aren't Danielle Steele novels. But there are still so many of those left to read.

The 15-year-old Elk Grove girl first picked up Steele, a romance novelist and one of the country's best-selling authors, after her little sister asked her to get a few books at the library. Lewis' sister reads a lot. Lewis didn't — until she discovered Danielle Steele.

"She's really a good, descriptive writer," Lewis said.

Librarians labor over whether to buy such popular pulp fiction, or classics, computers or videocassettes. At least in Lewis' case, they needn't feel guilty about giving the people what they want.

Lewis credits her yearlong addiction to Steele novels with improv-

ing her writing in school. English class had been a struggle. Now, Lewis said, she is getting A's and B's. And she is reading other books for her teacher — "I Know Why the Caged Bird Sings" and "The Catcher in the Rye."

It was not so long ago, Lewis said, that her stepmother gave her a book to read as punishment.

"Now it's no problem," Lewis said. "Now she has to tell me to get up and wash the dishes because I'm lying on my bed, reading."

Lewis checks out new Steele novels every week or so at the Elk Grove Library. Every day, on her way home from Elk Grove High School, she walks by the library.

"I think books help people to understand themselves better," Lewis said. "They can open themselves up to a whole new world."

— Stories by Nancy Vogel

The Humphreys: 'I would love to be able to have a house ... and have it filled with books.'

Plenty of Sacramentans have never visited the new Central Library. Parking is too tough, some say. Or, they say, it's too far away.

The Humphrey family — Christine Streater-Humphrey, her husband, DeAngelo Humphrey, and children LuBertha and Thomas Ford — live in midtown. They can walk to the library, and often do, because LuBertha alone sometimes reads nine books a week.

The 11-year-old prefers books about Egyptian history and joke books. Her 8-year-old brother, with a smaller literary appetite, likes to read about dinosaurs and basketball. Their mother finishes two novels a day when she has the time, and her husband often picks them up. He said he prefers horror stories.

The Humphrey family visits the library as often as once a week. On Wednesdays, they stop to buy fresh vegetables at the farmers market in Plaza Park.

"I would love to be able to have a house that had a room this size and have it filled with books so my kids could come down and read and read," said Streater-Humphrey in Kids' Place, the children's section of the Central Library. A public library is the best substitute, she said.

"This is a beautiful building," Streater-Humphrey said. "I like the fact that Sacramento is trying to



Book/Skip Shuman

grow up."

But given the money spent to expand it, she said, the library's 39-hour-a-week schedule is "ridiculous."

"It's not fair to the people who live here or the people who come from far away to see the Capitol," said Streater-Humphrey. Politicians emphasize prisons at the expense of libraries, she said.

"If you can educate a child now," she said, "I think later on they won't become the kind of person you want to put in a prison."

Juan Cruz: 'You get a good book don't have to worry about what's'



Juan Cruz says he wouldn't want to live in a town without a library.

Louis L'Amour, Edgar Rice Burroughs, Mario Puzo, Joseph Wambaugh — Cruz has sought them out in every new town he's lived in since he was a kid in Arizona.

"You get a good book, and you don't have to worry about what's going around," he said. "Like right now, I don't need to worry about O.J."

Cruz, 63, has come to know the libraries of Tucson, Fresno, Provo, Reno, Modesto. Now he spends most days a few feet from Del Paso Boulevard traffic in the sunny, glass-walled storefront of the North Sacramento/Hagganwood Library. The library sits between Jack's

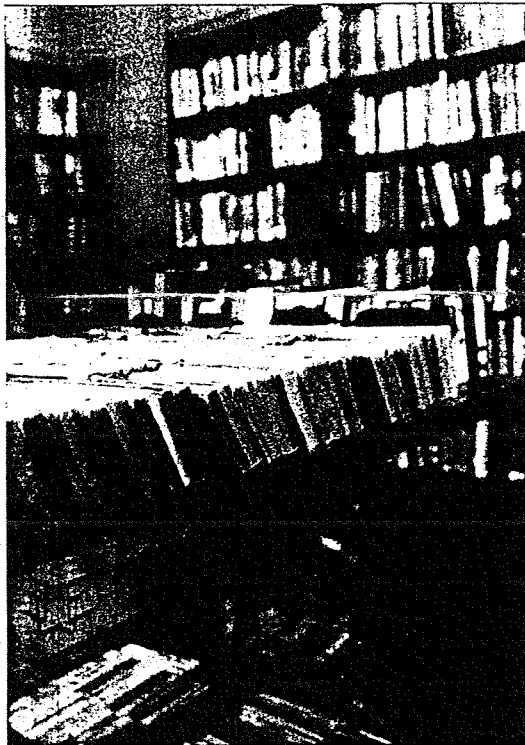
Place and a sits between 1 novel racks.

He once served Security Admin 10 years in three tours in ing five bullet wooden cane. decorate it, se books on anck South Americ bear paw, a fa pion.

The books r Cruz, he said, apartment th block from th "These are a town has,"

ROUBLES

LIBRARIES



Library from closing its doors. Voters have turned down tax hike proposals. Bee/Dick Schmidt

and thoughtful people," said Laura Wilson, a sales representative for ABC-Clilo, which sells books and computer software to libraries. "But by nature, the person who seeks librarianship is not the person who goes to the city council and slams their hand down and says, 'By God, we need more money.'"

A place for have-nots?

Some librarians say the libraries' plight is symptomatic of a shift in the public's and politicians' perceptions toward the notion that the library is for the have-nots: a place for working parents to have their children go after school, a place for street people to get off the street.

But Strong, the former state librarian, bristles at the idea that libraries are a form of information welfare for people who can't afford home computers, home encyclopedia sets, and trips to bookstores.

"That's a nice, quick, neat observation, that libraries are part of the welfare system," he said, "but it doesn't hold up. The people who are swearing into the library aren't just immigrants; they're the Lockheed workers in L.A. who were just laid off and need a place to look at newspapers from the Midwest for job

ads."

But they are also the Hmong refugee and the first-generation Latino and the inner-city African American — sometimes with virtually no other source for the written word than the public library.

In fact, providing services to an increasingly diverse and multicultural population is another challenge facing the state's libraries. It is a challenge, observers say, that is being met with mixed results.

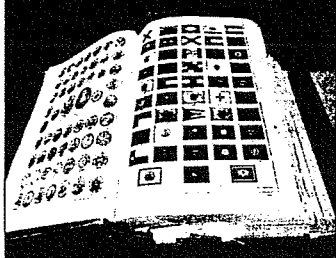
A federally financed study by the California Center for Policy Development found "impressive examples" of libraries that have adapted to their communities' needs. But the study also found that many public libraries have been slow to obtain non-English materials or provide other services to minority groups, even when the communities they serve have become predominantly minority. Moreover, a survey last year found the percentage of minorities among the nation's librarians has increased just 1.2 percentage points in the past decade.

Public's ambivalent

Curiously, the public in general appears to be ambivalent about the results libraries, at least according to the



Even the flooring at the Courtland Library depends on benefactors. At left, the Merced library's dictionary on display dates back to when there were only 48 state flags. Bee/Dick Schmidt



libraries, and all five passed overwhelmingly. Moreover, a bill approved by the Legislature last month and sent to the governor would allow communities to approve property tax increases for library support with a simple majority vote. Wilson vetoed a similar bill last year, but proponents say they are hopeful that the governor's objections have been addressed through changes made in the legislation.

of a survey conducted by the California Library Association in June.

About 60 percent, the survey found, rated their libraries as "good" or "excellent," and more than 75 percent rated library services such as summer reading programs for children as "very important" or "absolutely critical." Yet 76 percent said they visited the library no more than a dozen times in a year.

About eight in 10 said the state has a responsibility to make sure local libraries are adequately funded, yet more than half said they would not support increases in sales, property or income taxes to pay for libraries.

"I think the survey shows people are recognizing that the state has an overall responsibility," said Regina Minudri, library director for the city of Berkeley. "(But) I don't see the state stepping in unless there's a mandate. Frankly, I think it's going to take the public up there yelling at them."

Optimists in the ranks of librarians point to the fact that five June ballot measures around the state asked local voters to either approve a property tax increase or guarantee a funding level for

been addressed through changes made in the legislation.

In the meantime, a task force of librarians and local officials has been formed to explore ways libraries can be "restructured," including the consolidation of local systems into more efficient organizations, similar to the ongoing effort between the city and county of Sacramento. The state task force is scheduled to make a report by the end of the year.

"The time frame is short," said Beverly Simmons, director of libraries for the city of Sunnyvale, who is chairing the task force, "but the impact of its work will be felt well into the next generation." Chi H. Do hopes so. A research analyst with the state and the son of Vietnamese refugees, Do sees California's libraries as something more than buildings for books.

"It's the difference between man and animal," he said while looking over the Vietnamese language collection at a Sacramento library branch. "You can inherit the knowledge of the previous generation and pass it on to the next. This is where we store the knowledge."

ok, and you going around."



Bee/Step Shuman
shop. Inside, Cruz romance and pulp ed for the Internal e and the Social stration. He served Army, including tetram. After take he now uses a e used the library to rching the history it China; Egypt and to find designs a her, a cactus, a scorse so important to hat he chose an sits just half a library. se of the best things as said.

Marj Long: 'Nobody else (but the library) has pictures of pigs—except maybe pig farmers.'

When Marj Long needs pictures of pigs, she goes to the library.

"Nobody else has pictures of pigs—except maybe pig farmers," said the 76-year-old Folsom artist.

Long is a painter and executive director of the Sacramento Fine Arts Center in Carmichael. To help stock the center's small gift shop, she paints canvas bags with cats, zebras, pigs, giraffes.

Unable to clearly visualize a pig one day, she sought help at the Folsom Library. A librarian led her to the picture books, where she found her pig.

But like most public libraries, Long said, the Folsom Library lacks art books. The selection is limited and outdated, she said. "Maybe they think the people who need art books are the people who buy those books on their own," Long said.

But otherwise, the library suits her needs, Long said. Since last July, it has been run by the city of Folsom, which withdrew from the Sacramento County system after repeated budget cutbacks. Folsom moved the library from a shopping plaza to a former city hall, increased the library hours and



Bee/John Trotter

added a summer reading program. Long visits once a month or so to browse the new books and check out a few, mostly historical nonfiction, fiction and mysteries. The library saves her money and space in her mobile home. And, she added: "Thank God for the air conditioning system."

Libraries in the greater Sacramento area

Yolo County
Davis will celebrate the opening of its bigger, better library this month after a renovation and expansion paid for with state bond funds and a parcel tax. Davis voters passed in 1989. The budget for the six other Yolo County branches is stagnant, though, and the city of Woodland in March had to cut library hours.

Solano County
In the past two years, Solano County's six-branch system has lost a quarter of its funding, a quarter of its staff and a quarter of its total hours of operation. The materials budget has been halved.

El Dorado County
In April, Cameron Park opened a new library, paid for with a federal grant and local bonds. In June, Cameron Park residents passed a parcel tax of \$25 per home to support the new library. But the county's other libraries took a 28 percent cut last year, offset by a 9 percent raise this year.

Placer County
A new library in Granite Bay is expected to open in April.

Sutter County
Sutter County has maintained its budget the past few years and expects to hire two more librarians by mid-October, one of them dedicated to children's services. The main branch in Yuba City added hours in 1992 and is now open 54 hours a week.

Amador County
Funding for Amador County's six libraries has been stable the past few years, although this year the book budget will drop by \$5,000, or one-sixth. The main library in Jackson is open 60 hours a week.

San Joaquin County
In the past two years, the Stockton-San Joaquin County Library system has lost a quarter of its funding. Three of six branches now open only two days a week. The book budget has shrunk from \$900,000 to \$500,000.

paid for by state construction bond funds and the county. The budget for the 11-branch system has not improved since 1987—10 percent of the budget was lost in 1993.

In November, Santa Cruz County voters will be asked to approve a property tax increase that is not specifically earmarked for any purpose and therefore requires only simple majority approval. But every local city council and the Board of Supervisors have passed resolutions promising to spend the money only on libraries.

But that strategy can backfire. In the past year, Merced County voters have twice rejected simple-majority proposals whose revenues were tacitly tied to keeping the county's libraries open.

In Sacramento, the prevailing bet in political circles seems to be that local elected officials won't rush to put a library tax measure before voters any time soon. That's particularly true in light of the June defeat of Measure T. The measure proposed a tax increase for law enforcement but did not absolutely guarantee the money would go for police services.

"People will pay for services they know they will get—that's exactly why Measure T failed," said Councilman Terry Kastanis, who teaches library science at Sacramento City College. Kastanis also sounds a warning for local library supporters who are waiting for a sign from City Hall or the Board of Supervisors.

"Everyone takes libraries for granted and assumes they'll be there," Kastanis said. "They assume the elected officials are taking care of it, like a traffic sign at a busy intersection. If the intersection gets busy enough, you assume a light will appear."

But when it comes to libraries, he said, "we have to do something on our own."

MONDAY Sacramento stands as a classic example of California's woeful public library service.

Source: Bee staff
Bee graphic

Hard work, voter pressure save services

By Steve Wiegand and Nancy Vogel
Bee Staff Writers

In Ohio, they did it with income taxes. In Chicago, with strong political pressure. And in Pasadena, with lemonade stands.

Those are paths to preserving public library services in the face of shrinking economies, uninspiring elected officials and, sometimes, confused citizens.

"It's really a matter of appealing to people's love of the library," said Laura Powers, assistant director of Libraries for the Future, a New York-based nonprofit group.

"I think everybody has a library story from their childhoods. People have a very warm attitude about libraries, especially if they can connect usage to something they care about."

Connecting to their pocketbooks is another matter. In some states, the connecting is being done by those with the most experience at it—legislators. In Ohio, legislators in 1986 earmarked a percentage of state income tax revenues for libraries.

Coupled with some local revenues, the result is that in 1992, Ohio spent more per capita on its libraries than all but two other states, and nearly 60 percent more than California.

In New York, legislators voted libraries a 15 percent increase last year in state funding, and another 5 percent this year.

In other locales, it's been done by grass-roots organizations that have mounted campaigns to persuade local officials to do something. In Chicago, a 25 percent cut in library spending was restored by the City Council after a group turned in 35,000 signatures from voters demanding the restoration. The group is now considered a key player in city budget hearings.

And in places like Pasadena, the case has been brought directly to the voters. Faced with the closure of eight branches and cutbacks in the number of days the main library was open, volunteers organized a sophisticated political campaign that included a dozen brochure mailings, a phone bank that made 15,000 calls and media-attracting stunts such as holding a mock funeral for libraries. They paid for the campaign through fund-raising efforts that included a lemonade stand set up by youngsters.

The result was voter approval—a by an overwhelming margin of 4-to-1—of a property tax increase that amounted to \$20 a year per house and \$147 a year per business, with the money designated specifically for the library system.

"When you have an activist library system that's been reaching out for a decade, you touch a lot of people," said campaign manager Fred Register, "and those people respond when you call for help."

In June, voters in Albany, Oakland, Altadena and South Pasadena approved property tax hikes to restore, preserve or expand library services.

Unlike in any other state, however, at least two-thirds of voters in California must approve such proposals because of Proposition 13 restrictions.

The result is that California's success rate for such library ballot measures is markedly below the 75 percent average posted nationwide over the past seven years.

"Two-thirds?" rhetorically asked Bob Conover, library director in the city of Conover. "Proposition 13 didn't pass by a two-thirds vote. Yet it requires a two-thirds vote to fund something. We've just used Band-Aids to jury-rig government services since then."

Some local groups have sought ways around the two-thirds requirement for approval of a special-purpose tax. In San Francisco, for example, voters last June approved a measure that guarantees the library system a fixed percentage of city property tax revenues.

In Los Angeles County, supervisors have conditionally approved a property tax assessment for libraries, using a novel legal tactic to establish a special district without seeking approval from a super-majority of voters. But the tactic is almost certain to be challenged in court.

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Sacramento Bee

FINAL
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Budget cuts write a sad chapter for capital book lovers

Second of two parts
By Nancy Vogel
Bee Staff Writer

Most nights, until well after sunset, the people of Pittsburgh climb the worn marble steps into Carnegie Library.

In Fort Lauderdale, Fla., kids check out library books as early as 9 a.m. on Saturdays.

And for 12 hours every Monday, the

doors swing open at the downtown library in Dallas.

Not so in Sacramento. Of the country's 25 largest library systems, none has a central library open fewer hours than Sacramento.

For 39 hours a week — never before 11 a.m., never after 6 p.m. and never on Mondays — people may use Sacramento's Central Library.

"Thirty-nine hours!" cried George Needham, executive director of the Public Library Association in Chicago. "Excuse me,

A STACK OF TROUBLES

say they are going hungry. Library hours, selection, help — all have deteriorated in the past few years.

Sacramento now stands as a classic example of California's woeful public library service.

The state, which ranks 50th in the nation in hours per capita that its libraries are open, also lags behind most states in the number of library books and librarians available per resident. Sacramento helped sink the state's standing: In the past five years, the number of hours Sac-

I shouldn't react like that. I should be cold and objective. Thirty-nine hours!"

Edmund Ledesma of Sacramento echoed a common refrain: "It seems like every time I want to go there, it's closed."

If librarians offer "food for the soul," as the inscription on the Royal Library in Berlin says, then many Sacramentians

ramento's libraries are open each week has dropped 30 percent. The fund to buy books has shrunk by more than half.

In Sacramento County, the population has swelled 40 percent in the past 15 years, yet only one new library branch has opened — a temporary one in a former bank in Natomas. None of the 21 branch libraries is open more than 35 hours a week — and some are open as few as 10.

In the counties surrounding Sacramen-

Please see CLOSING, page A8

Schools chief gets off to a fast start

By Carlos Alcalá
Bee Staff Writer

Terry Grier kick-starts his day before 6 a.m. with 40 minutes on an exercise bicycle.

It may make a fine fitness program to spend effort without moving forward, but it is not a metaphor for the way Grier is starting his tenure as superintendent of the Sacramento City Unified School District.



Anarchy looms in Haiti

Joyous crowds loot regime's installations

Bee News Services

PORT-AU-PRINCE, Haiti — Several Haitian cities verged on anarchy Sunday as widespread resistance to the military regime bubbled over just hours after the first firefight between U.S. soldiers and Haitian military men.

The release of the pent-up fury against the coup leaders who overthrew President Jean-Bertrand Ar-

A STACK OF TROUBLES
CALIFORNIA'S DECAYING LIBRARIES

“
It seems like every time I want
to go there, it's closed.
”

Edmundo Ledesma
referring to Sacramento's Central Library

CLOSING DOORS



Richard Killian, director of the Sacramento Public Library, stands on the main floor of the Central Library in downtown Sacramento, which has had an expansion and face lift.

Bee/Genaro Molina



A sign on the librarians' desk on the fourth floor of the Central Library tells patrons that the desk is closed.



The doors at the Central Library at Eighth and I streets in Sacramento, which has four floors of books, close at 5 p.m. Sundays. Private donations keep the library open just four hours on Sundays, and that money may run out after January.

Bee/Skip Shuman

Continued from page A1
to, most public library budgets are stagnant or shrinking. Where libraries are being built or expanded, as in Yolo, El Dorado and Placer counties, residents have either agreed to pay parcel taxes or have won state bond funds.

Sacramento politicians say there simply is not enough tax money to improve libraries at the same time that residents clamor for better police protection.

Asked how they rank libraries as a spending priority, several local politicians were quick to say "below public safety."

"If you're asking me to choose between libraries and more effectively dealing with child abuse," said county Supervisor Ila Collin, "I'd have to tell you I'd have to deal with child abuse."

"You've got all these needs out there," she said. "Libraries are just one of them."

Others say that politicians haven't mustered the will to support libraries.

"We spent over \$1 million to study traffic on G and H streets," said Sacramento Councilman Terry Kastanis, a library science instructor at Sacramento City College. "We have spent money for such crazy things."

"We cannot sit back and wait for politicians to make libraries a priority," he said. "They have not, will not."

Like other library supporters around the state, Kastanis is waiting to see whether Gov. Pete Wilson signs a bill that would allow a city or county to pass a library benefit tax by a simple majority vote, not the two-thirds majority now required. The flat yearly fee, which could be about \$40 for homeowners, would give libraries a stable flow of cash.

Should the bill become law, Kastanis said, he would move "quickly" to get a measure on the ballot for next spring. The onus then would shift to voters.

Camouflaging the cuts

In the meantime, local librarians try to disguise the cuts. At Martin Luther King Jr. Regional Library in Meadowview, books sit upright and half-opened to fill the space on the once-jammed "new books" shelf.

"I'm reduced lots of times to going back and reading books I've read before," said weekly patron Jean Ditt Benner, 76.

At Arcade Community Library, librarians shifted boxes of old magazines from the back room to shelves once covered with new magazines.

But the losses can be tough to camouflage. At Martin Luther King, the list of available magazines has been stripped by a black marking pen, showing the canceled subscriptions: American Forest, American Scholar, Americana, Antiques — the list goes on through the alphabet. Carmichael Regional Library, the sec-

ond-biggest library in the joint city-county system, recently canceled its subscription to the Los Angeles Times and cannot afford monthly updates to its California law books.

During 30 minutes at the Central Library one recent Monday, 15 people yanked at the locked doors.

"There are budget problems, but it seems they could keep a library open," said one man, who drove from Fruitridge hoping to find a repair manual for his 1980 Toyota Supra.

"This is my only resource," said Don Guidera, a trucking company salesman who left Los Angeles at 6 a.m. to arrive at the Central Library at 2 p.m. He had planned to use the library's sales prospecting guide to arrange interviews for the following day.

"My whole day is shot now," he said.

Creating a 'downward spiral'

More than hours are lost. Across all branches, the library system buys half as many titles as it did a few years ago, said library systems manager Mark R. Parker. Once, the library bought 25 to 30 copies of best sellers. Now it makes do with a dozen.

"These cuts create a 'downward spiral,'" said Regina Minudri, director of the Berkeley Public Library. As libraries lose new books, magazines and newspapers, they become less useful to people. People, in turn, become less willing to support them.

"Their use will drop, so then the elected officials can say, 'Look, you're not being used so much. Why should we pay more?'" Minudri said.

"We can't circulate a book we haven't bought," said Richard Killian, director of the Sacramento Public Library. Generally, the 20 percent of a library's collection that is most up to date generates about 80 percent of its circulation, he said.

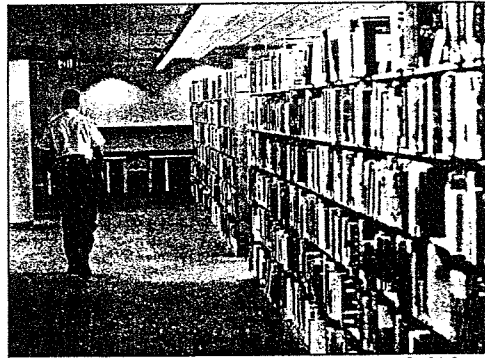
Kristin Ballinger is one of those ex-library patrons.

"It's easier to come down here and buy it," she said as she browsed computer manuals at Barnes & Noble bookstore on Arden Way.

Too often, the North Highlands library — closest to her Antelope home — was either closed or lacked the books she wanted, she said.

Killian said the worst may not be over. But he finds hope in the Central Library at Eighth and I streets — the heart of Sacramento's library system.

Built in 1917, the old Carnegie library reopened in 1992 after a \$28.4 million expansion and face lift. Sleek with curved glass, wrought iron, marble and



Security guard Andre James walks Central Library's unstaffed fourth floor.

Bee/Skip Shuman

mahogany, the "new" library offers four floors of books and two floors of offices.

Counties like Sacramento tend to seek such signature library buildings — as well as professional sports teams and a symphony — once their population swells beyond a million, said Kevin Starr, the new state librarian.

"It's an act of faith that the building will produce the solution," he said.

But sustaining the library, he said, is the real test of the community's commitment.

Sacramento has not yet passed that test. Elected officials approved the new Central Library before the recession tightened, and they've struggled since to maintain it.

In fact, the Central Library's 1992 reopening was delayed by six months for lack of money to run it, and now it is so understaffed that an entire floor of art and history books has no librarian working it. It turned to private donations to open just four hours on Sundays — and that money may run out after January.

And in a sign of poverty that galls serious researchers, the Central Library's Sacramento Room — a resplendent cache of rare documents — is closed to the public except by appointment. Decorated with \$798,000 in private donations, the room still lacks furniture and a librarian.

Downturn unexpected

Sacramento's library officials never predicted such a drastic downturn. Just four years ago, they charted a future that would include opening six new branches and expanding 12. The down-

town library, they had hoped, would be a civic gem open early and late for a total of 69 hours a week.

"We were like every other corporation," said Janet Larson, assistant library director. "We thought things were looking up, and we were looking ahead."

But "things turned dramatically," she said, even as construction workers labored away at the Central Library.

Tracking the decline of the Sacramento Public Library is complicated by the fact that it is a joint city-county agency, with two sources of money. The city pays the cost of running the Central Library and the seven branches in the city. The county pays for its 14 branches. They share administrative expenses, such as the director's salary and the cost of computers that track circulation. A single library card works at all branches.

The city and county do not spend equally on libraries. This year, for example, the city will spend \$20.52 per person while the county will spend \$8.88 per person.

"Our increases depend on the health of the general fund," said Susan Hill-dreth, library support services director.

The county's library budget has sunk steadily, from \$13 million to \$7 million. The recession helps to explain why, because libraries get about 1 percent of the county's property tax, and growth of that tax stream has dropped in the past three years from 12 percent to 7

percent to 3 percent. This year, the county doesn't expect much more than 2 percent growth.

"If you graph that out, it looks like a kid's slide," said Russell Fehr, county budget analyst.

Hit with loss of revenue

But the library took several hard hits on top of the property tax problem. Between 1991 and 1993, county libraries lost millions of dollars to local fire districts, the state and other city departments.

The first loss came in 1992, when Sacramento County's attorney decided that the library was not really a special district — as it had been considered for decades. The county supervisors folded the library's budget into the general fund and spent much of the money elsewhere.

That move cost the county libraries \$3 million and inspired a law by state Sen. Quentin Kopp, I-Sacramento, to clarify that libraries are indeed special districts for taxing purposes. The library got its money back this year.

But another chunk of the library budget disappeared in the meantime.

For many years, the county supervisors had boosted the library's budget by roughly \$3.5 million a year from a special fund to which fire, park and cemetery districts contributed.

In 1991, the American River Fire Protection District sued the county, charging among other things that the library unfairly gained from a fund to which it did not contribute.

The fire district won its case in the California Supreme Court but agreed to a negotiated settlement by which the library would still get about \$3 million a year from the fund. The Legislature passed that settlement into state law.

Library officials said they were sorry to lose more than half a million dollars a year but were satisfied to hang on to \$3 million.

But in 1993, the state wiped out even that \$3 million. Desperate to balance its own lopsided budget, the state shifted to schools \$2.6 billion in property tax revenue that would have otherwise gone

See LIBRARIES, next page

A STACK OF TROUBLES
CALIFORNIA'S DECAYING LIBRARIES

Libraries sign on to computer age

Technology brings new data, new problems

By Steve Wiegand
Bee Staff Writer

Nels Lundstrom has seen the future of public libraries, and he doesn't like it much.

Instead of rows of wooden boxes containing thousands of file cards cataloging the library's holdings, there are five computer terminals perched on a counter at the Belle Cooleedge branch library on South Land Park Drive.

Instead of stacks of faded green copies of the Readers' Guide to Periodical Literature, there is an Info-Trac system to help find magazine and newspaper articles. And instead of back copies of magazines and newspapers, there are square plastic cartridges, each containing scores of issues.

"I don't like computers," said Lundstrom, a retired sheet metal worker, pointing to the terminals that allow users to see what books are available not only at the Belle Cooleedge branch but throughout the library system. "I don't have one at home, and I sure liked the old card files they had in libraries better. . . I like something I can get my hands on."

But like it or not, the patrons of tomorrow's libraries will increasingly find their fingers on keyboards instead of paper. The future library will be less a vast hall of volumes and more a center of an electronic web that encompasses a world of information — "a library without walls," in the words of Librarian of Congress James H. Billington.

"What we're witnessing in the library world right now is a fundamental change in the way libraries do business," said Connecticut state librarian Richard Akery. "The nature of what the computer does is changing the way we provide information to people."

It is also changing the breadth and depth of information available. In Clinton, Iowa, for example, library patrons can view job listings throughout the state via an electronic bulletin board and print out the addresses and phone numbers of potential employers.

In South Brunswick, N.J., patrons can browse through computerized files of historic photographs, submit their own personal photos for computerization and get

printouts of their favorite pictures. And in San Francisco, a recently installed \$4 million system allows users to peruse indexes of videos, magazines, newspapers and books in one system.

Some observers predict technology eventually will mean doom for public libraries, as former patrons turn to personal computers and telephone modems instead of the local library branch. But many librarians argue it will mean just the opposite.

"Where else will all these new technologies be contained?" said Kevin Starbuck, newly appointed California state librarian. "It's going to be in the library. Information retrieval — whether from a book or a screen — is what libraries are all about."

In fact, librarians say, there are important advantages to the shift of emphasis from the printed page to the computer chip. Storage and preservation of materials on disk rather than paper will mean libraries can hold and provide more information in smaller buildings. It also has allowed libraries hit by staff cuts to keep up with patron demands: rather than send someone searching through card catalogs or stacks of books, a librarian can search without leaving the desk.

"Actually, it's only the automation, the technology, that's kept us afloat," said Margaret Gotti, librarian for Imperial County.

In addition, computerizing the library may save time for patrons. In Sacramento, for example, residents with a personal computer and a modem can dial into the library's on-line catalog to search for materials' availability and location without leaving home.

There is also the universe of information made available by linking libraries throughout the world. In February, Pacific Bell announced that it would spend \$100 million to link 7,400 California public and school libraries through a communications system by the end of the decade. Libraries also will be linked to computer networks like the Internet.

And Lundstrom's reservations about computers notwithstanding, a 1990 Gallup poll found the most prominent request for new library services, particularly from minorities, was for computer



The Martin Luther King Jr. Regional Library on 24th Street offers a children's room and books in different languages.

systems. But there are casualties in every revolution, and some library experts warn that the path to the 21st century may be rife with potholes.

For one thing, libraries may be moving too fast toward new technology, fixated on the gadgetry rather than the practicality of providing information sources that most people can't or won't easily use. While 65 percent of public libraries report having some form of computerized data systems, for example, only one-third of American households have home computers.

"On every level, technology is leading, not the ideas on how to use it," said Howard Besser, professor of library science at the University of California, Berkeley. "Within libraries we have rushes toward setting up this and setting up that, and a lot of it is not very well thought out."

There are also the questions of the cost both for new library technology and for teaching both staff and library patrons to use it.

"Some librarians have a fear that if they spend money on technology, the public will come in and say, 'They spent our

money on something few of us can use," said Alison Head, an adjunct professor of library science at San Jose State University. "It's a horrible dilemma, because you then have to provide training and you don't have the staff to do that, so the technology may go underused."

Without providing such training, however, computerized library services may be limited to those who already know how to use them when they walk in the door. And that, some librarians say, may widen, rather than narrow, the gap between society's information haves and have-nots.

"Unless we do something now," Brown Vartan Gregorian, president of Brown University and former director of the New York Public Library, "we're going to have a class society as regards to those who have access to information — and therefore knowledge and therefore power — and those who don't."

There is also the problem of reliability, particularly when it comes to technology that is still in its infancy. At Sacramento's Belle Cooleedge branch, for example, the automated checkout machine, which is supposed to read the bar code on the borrower's card and on the books, sometimes balks at bulky or very small volumes.

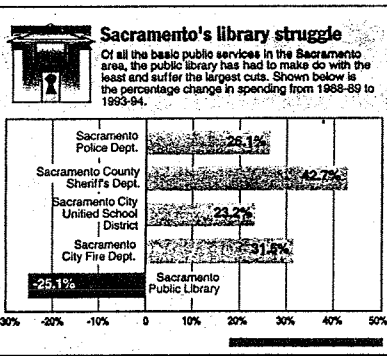
"That thing," said a clerk, rolling her eyes, "is very finicky."
Nonetheless, many librarians say they are duty-bound to provide computer services to patrons who can't get them anywhere else, just as they now try to provide best sellers to those who can't afford to pay \$25 for a new book.

Toward that end, community supporters of the Belle Cooleedge branch have developed a video that explains to students how to use the library's computerized equipment.

In the end, many librarians say that for libraries to survive, they must find ways to match tomorrow's technology with the varying demands and sensitivities of their patrons.

"Increasingly, facilities will mean electronic connections with information," said former California state librarian Gary Strong. "But somebody still has to provide the information behind it and the ways to get it. It will never be all on line; you will always need people to provide that information and that guidance."

"And in that sense, the library of the future will be no different than the library of today."



Libraries: Authority to write master plan

Continued from previous page

to California's cities, counties and special districts. In the course of that shift, legislators accidentally deleted Sacramento County's negotiated settlement from the tax code, and the library's \$3 million reverted back to several districts.

"We've taken some losses that no one else in the state has taken," said Larson, the assistant library director. "We'll never regain that money."

New authority may help

Perhaps, Killian said, the new joint Sacramento Public Library Authority will guide the library to better times. Made up of four City Council members and five members of the county Board of Supervisors, the authority was created in March after a series of talks. So far it has made little difference in daily operations, but it is negotiating a single labor contract for city and county library workers and will draw up a new master plan. In the meantime, the 1994-95 budget offers no improvement, he said. No more hours will be

cut, but the book budget shrank another 27 percent. So the Central Library has slashed its periodicals budget again. Soon to be gone are Horse and Rider, Aeroplane Monthly, Model Aviation, the American Journal of Public Health and many other titles.

"It leaves a void in our community," said Kastanis — a void that he said helps make Sacramento a "second-class city."

Adam Batten, 30, might agree. One Monday, having forgotten the Central Library's hours, the Alkali Flats resident tugged on the locked doors. Then he sat down on the steps.

"We've got a brand new jail," he said, pointing up I Street to the tall building with narrow window slits.

"You look around and you think, 'This town has plenty of money,'" he said. "But you can't just pour people in without putting something back into the community. Otherwise, what have you got? You've got a bunch of people with nowhere to go — unless they have money — and they don't."

"Except for the big jail they built down the street."

Books 'like magic' at Southgate

By Nancy Vogel
Bee Staff Writer

Southgate Library, 1 p.m. Tuesday

Rosemary Aschwanen likes to say libraries are "the people's perk," the sweetest fruit of a taxpayer's labor. Each workday, she sees the people line up to partake.

At this county library branch off Stockton Boulevard near Florin Mall, where Aschwanen works as a librarian, a dozen people have been milling outside the door waiting for the branch to open for the week.

They come for the latest computer magazines, Curious George books and the Cliff Notes to "The Scarlet Letter." They come to stretch their pension dollars, to entertain their children and to track down long-lost parents.

Southgate is one of Sacramento County's largest branch libraries. A red-brick building hidden by redwood trees, it holds 76,000 books, magazines, videotapes and cassettes. It boasts the area's largest Vietnamese collection — 90 feet of shelves filled with cookbooks, novels, history books and poems.

From a table at the entrance, impatient readers may rent best-selling novels for \$2, a program that generates about \$40,000 a year across all 21 library branches. Posted on a bulletin board are the latest county job openings.

There is a shelf of study books to help people become real estate agents or land jobs with the phone company. In 1992, Southgate was the most popular branch in the system, with more than 333,000 items checked out. Since then, budget cuts have forced the library to close on Mondays, and circulation has dropped to 230,355.

But it is still an extremely popular library. On this summer Tuesday, 19-year-old Van Tran is creating a car stereo advertisement for his Cosumnes River College art class. He has bought four old magazines for a dime each at a Friends of the Library table in the lobby — such sales help the Friends raise \$3,000 last year — and now he snips them apart, pasting down images of stereos, speakers and bikini-clad women.

Alicia Turner came to the library thanks to Barney the purple dinosaur. After her 3-year-old son watched Barney help some group of children get their first library cards, she said, he "had to have one."

6 p.m. Wednesday

Anita Parker, 38, came to Southgate looking for a poem. She leaves with a book on home repair.

At the magazine racks, library assistant Pam Hagen fits new issues into plastic jackets: Popular Photography, Newsweek, Weight

Watchers. "What I really like is the ethnic diversity," she said of the people who use Southgate. "It's like a little microcosm of the whole world."

Pam Hagen
assistant at Southgate library

3:30 p.m. Thursday

The library's meeting room is filled with more than 35 children and assorted parents. They're here for the library's weekly summer reading program, Camp Read-O-Rama, which uses special shows to lure children to the bookshelves.

Behind a waist-high facade of satin trees and crinoline clouds, puppeteer Paul Thaxter maneuvers his marionettes to tell the Mexican folk tale, "Tajin and the Seven Thunderers."

Caught by Thaxter's rhythmic, hypnotic voice, the children watch as a trouble-prone boy named Tajin is befriended by seven white-bearded men who make rain by dancing among the clouds.

"I like the part when they throw him into the sea," said 7-year-old Samantha Farmer after the show.

Later, the puppeteer himself will leave with books — four volumes of the diaries and autobiography of John Adams, the second president of the United States.

In the rack of phone books, Robert Donaldson searches for the father he never met.

"I just want to find out who he is," said the 28-year-old convenience clerk. He found the Quincy phone book, a slim yellow volume hidden among the fat directories of Southern California. His mother recently told him that

his natural father may live in Plumas County, and she revealed his name.

1:35 p.m. Friday

Southgate is crowded. Helen Johnson, 78, rooms the stacks, gathering mystery and romance novels.

"There's nothing on TV I want to watch anymore," she said.

At the Info-Trac computer, where patrons may call up magazine and newspaper articles, Linh Tran, 20, searches for a good analysis of GATT — the General Agreement on Tariffs and Trade. A summer school student at Sacramento City College, she has to write a letter to a U.S. senator about the issue.

Tran has no problem pulling up a list of articles, but she could not tell which might help her most.

"I want to ask the librarians, but they seem really busy," Tran said.

In a cushioned chair in front of the magazine rack, Ken Silva, 28, searches for a new name from the "Dictionary of Given Names." Silva is a member of the Society for Creative Anachronism, a national organization that re-creates the dress, arts, crafts and sports of the Middle Ages.

He knows his persona — a Norseman of the 11th or 12th century. He has already made leather shoes, a tunic and a cape. Now he needs a name. And it had best be well-researched to pass muster with the "kingdom" board, he said.

"They're down in Berkeley and they've got access to better libraries than we do here in Sacramento," said the unemployed warehouse worker.

On a small bench in the children's section, Donna Anderson piles up two dozen books as she prepares to leave.

Her son Bobby is legally blind, Anderson said, and his doctors have advised her to give him as much mental stimulation as possible. "Everybody says letting them pick out their books is a head start to getting them to read," she said, "and the library is free."

1 p.m. Saturday

It is week's end at Southgate.

After a four-hour flurry at the checkout counter, the library will shut for two days. Robert Harding, 54, gets in early for the campground advertisements in the Fremont phone book.

An account executive with the Valley Yellow Pages, he soon must start an eight-month stint in Fremont, where his company has opened an office. Rather than rent, Harding plans to live in his recreational vehicle. There is no other place for him to get a copy of the Fremont phone book.

"That's why I'm here at the library," he said.

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The Register
Daily SEP 25 1994

FREEZE FRAME

332



Register file photo

— JOHN WESTCOTT/The Orange County Register

After Placentia incorporated in 1926, city offices were set up in a room over the local bank. In 1931, with the Depression starting to rage, City Hall moved to an empty hardware store in the Kraemer Building, but soon moved back over the bank. After another temporary move, Placentia finally passed a bond and built its first City Hall on Bradford Avenue in 1939. That served until the 1970s, when Edward and Angeline Backs donated nearly seven acres of their land for a civic center. It cost \$1.9 million to build and furnish, and was dedicated Dec. 14, 1974.

THIS WEEK IN HISTORY

- ▶ **In 1913:** Fullerton Junior College opened. (Fullerton College is the oldest continuously operating community college in the state.)
- ▶ **In 1963:** Orange Counted added its one-millionth resident.
- ▶ **In 1986:** Orange County Performing Arts Center debuted.

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Los Angeles Times
OC Edition SEP 28 1994
Daily

PLACENTIA
Library Announces
Children's Activities

332
The Placentia Library will hold preschool story times on Mondays and Thursdays starting Oct. 3 and a Wednesday after-school program for elementary schoolchildren beginning Oct. 27. Preschool programs in the

'Alphabeasts' series will include stories, crafts, puppets, flannel boards, movies and other activities for children age 3 to 6.

Sessions are scheduled from 1 to 1:45 p.m. Mondays and from 10:30 to 11:15 a.m. Thursdays through Dec. 8. Registration is not required.

Children ages 7 to 12 may participate in the After-School Specials program featuring stories, crafts and games from 3:30 to 4:30 p.m. each Wednesday through Dec. 1. Registration is required.

For registration or more information, visit the Library at 411 E. Chapman Ave., Placentia, or call (714) 528-1906.

—HOLLY J. WAGNER

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Placentia News
Weekly

SEP 22 1994

332
In the category of "every dollar counts," did you know that last year library supporters contributed \$13,738.74 for the purchase of books? When the library's book budget was slashed from \$156,000 to \$36,000, Placentia residents pitched right in!

As the library's 75th anniversary approaches (Oct. 16) it's "thank you" time. Many special events such as book sales, the Placentia Room dedication by the Historical Committee and a special birthday recognition to Placentia residents celebrating their 75th birthday, will be open to the public.

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The Register
Daily

SEP 24 1994

PLACENTIA 332

Public television personality Huell Howser will be the guest speaker at the library's 75th anniversary party at 1 p.m. Oct. 16. Howser hosts "California Gold" on KCET-TV Channel 28. The library has had a series of events celebrating the anniversary.

— Joe Bel Bruno/(714) 704-3704

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Placentia News
Weekly

SEP 0 1 1994

**Library subscribes to
want ad service**

The Placentia Library now subscribes to a service that compiles the "help wanted" ads from 64 cities, publishes the ads on microfiche, and delivers the ads weekly to the library.

The ads are complete and unedited, providing full-time job opportunities for experienced or entry-level, white and blue collar positions. Cities include Atlanta, Georgia; San Francisco and San Diego, St. Louis, Missouri; Boston, Massachusetts; and Dallas and Houston, Texas, to name a few.

To view the microfiche, ask at the library's reference desk for Help Wanted USA. The library is at 411 E. Chapman Ave. Hours are: noon to 8 p.m. Monday-Wednesday; 10 a.m. to 6 p.m. Thursday; Friday closed; 10 a.m. to 6 p.m. Saturday; and 1 to 5 p.m. Sunday.

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Los Angeles Times
OC Edition
Daily

SEP 2 2 1994

PLACENTIA

Placentia Library (411 E. Chapman Ave., Placentia, (714) 528-1906) Open noon to 8 p.m. Monday through Wednesday; 10 a.m. to 6 p.m. Thursday and Saturday; 1 to 5 p.m. Sunday.

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Placentia News
Weekly

SEP 0 8 1994

**Cartoonist promotes
literacy at ceremony**

The Placentia Library Literacy Center will feature Phil Yeh, of Cartoonist Across America, as a speaker at 7 p.m. Sept. 26 during a ceremony to honor outstanding adult learners, volunteer tutors and community supporters of the literacy program.

Yeh was inspired by Wally "Famous" Amos to create Cartoonist of America to promote literacy, creativity and other positive issues.

Yeh will hold a free cartooning workshop for children at 4 p.m. that day. Both events will be held in the Library's meeting room. The library is located at 411 E. Chapman Ave. on the corner of Chapman and Kreamer avenues in the Placentia City Civic Center.

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Placentia News
Weekly

SEP 0 8 1994

**Seminar on living
trusts scheduled**

A free seminar "Understanding Living Trusts," will be presented by Scott A. Bourdelais, attorney at law, and co-presented with Lee Kearney, a financial planner at 7 p.m. tonight.

The seminar will be presented at Placentia Library, 411 E. Chapman, corner of Chapman and Kreamer avenues. For more information, call 541-9569.

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Placentia News
Weekly

SEP 1 5 1994

Pride meeting: The Placentia Pride Council will meet at 7 p.m. in the Library, 410 E. Chapman Ave.

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Placentia News
Weekly

SEP 1 5 1994

TUESDAY

Books group: The Great Books Discussion Group will meet at 7 p.m. at the library, 410 E. Chapman Ave. For more information about the club call 528-1906.

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Placentia News
Weekly

SEP 1 5 1994

Library meets: The Placentia Library Board of Trustees will meet at 7:30 p.m. in the conference room, 410 E. Chapman Ave. For more information call 528-1906.

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Placentia News
Weekly

SEP 15 1994

PEOPLE



APRIL OTTAVIAN

Donovan honored by Kentucky

332

Getting to know one of our neighbors, John Donovan. Heard through the grapevine, and confirmed by phone, that John was inducted into the Honorable Order of Kentucky Colonels. This, the highest award given by Kentucky, is presented to "Ambassadors of Goodwill" all around the world whose special achievements bring them to the attention of the Order.

John is in good company. His name is listed right up there with Astronaut and Sen. John Glenn, Red Skelton and Winston Churchill. Kentucky Gov. Brereton C. Jones presented the award and certificate on July 18 (the 232nd year of the Commonwealth of Kentucky).

A lot of us have known that John's heart is in the right place. Recently, he donated his bingo bash winnings (\$7,000) to the Placentia Rotary who in turn made a presentation of \$1,000 to Katie Mattis, Placentia Library's literacy program coordinator. According to Katie, the donation will fund 80 new tutor positions, plus expand the adult literacy programs.

And speaking of the library California State University Fullerton professor Dr. Joseph Arnold will do a dramatic reading of "Glimpses of Placentia" during the library's 75th anniversary celebration. If you have heard Dr. Arnold read Mark Twain then you know first hand just how talented he is and what a treat this program will be.

Saad Ammar, principal librarian and planning chair, tells us that there will be all kinds of prizes for the Heritage Parade entrants who best use the theme: "Happy 75th Anniversary, Placentia Library."

Please see APRIL/18

APRIL

FROM 11

So, be creative, original and have fun. That first place trophy could be yours.

If you missed last week's column, let me again tell everyone that Huell Howser of KCET's "California Gold" will be guest speaker at the anniversary party on Oct. 16. Stay tuned ... more information next week!

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Los Angeles Times
OC Edition
Daily

SEP 03 1994

Orchid Species Society of Southern California: Second Sunday Monthly at 2 p.m., Placentia Library, 411 E. Chapman Ave. Placentia.

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Placentia News
Weekly

SEP 15 1994

'26 Chevy Depot Hack drawing on display

332

Placentia artist Ted Carrier will have his drawing of a 1926 Chevy Depot Hack on display at the Placentia Library.

Also on display is a collection of automotive books, scale model cars and other auto-related items.

The items will be on display in the library during normal operating hours through October. The library is located at 411 E. Chapman Ave.

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Placentia News
Weekly

SEP 08 1994

PEOPLE



APRIL OTTAVIAN

Hot news as summer starts to wind down

332

Happy 75th anniversary to the Placentia Library. That's 75 years of lending books, which have opened wide, wonderful worlds of knowledge to eager readers.

O.C. officials shy away from library tax

GOVERNMENT: L.A. County has enacted one, but local leaders raise philosophical, political objections.

By CHRIS KNAPP/The Orange County Register

A majority of Orange County supervisors are reluctant to back a \$9 million tax that would bail out the county's troubled public libraries, despite a local task force's recommendation and the exam-

The Los Angeles County Board of Supervisors on Tuesday voted 3-2 to impose a \$16 million benefit assessment to help fund library operations in 16 cities and the unincorporated county. The Orange County Public Library Task Force, in a report given to the supervisors last week, recommended that Orange County voters be asked to approve a similar assessment as soon as April. The supervisors won't officially consider that report until next month, but in interviews this week they expressed reluctance to impose the tax, doubt that citizens would approve it, or both.

"I cannot endorse a library tax," Supervisor Roger Stanton said. "We have a tradition of providing public libraries, and I think it should continue without a new tax."

"We already have a special tax for police, another for roads. The danger is that we'll end up with a special tax for every single public service. That becomes chaotic."

Public libraries statewide were crippled by 1993

Please see LIBRARY Page 2

LIBRARY: Supervisors not keen on OKing new taxes

FROM 1

legislation that shifted millions of dollars of property tax revenue to local schools. Orange County public libraries lost nearly \$6 million, or about one-fourth of their funding.

The county task force, made up of citizens and public officials, recommended that the county use a variety of methods, including private fund raising and higher fees, to raise money for Orange County's libraries. But the task force said those methods would probably raise only 10 percent of the \$10 million shortfall the libraries will face in 1995.

The task force concluded that voters should be asked to approve a benefit assessment that would raise \$8.85 million per year for Orange County's 27 public libraries. The per-household cost would likely be less than half the \$28.50 per household Los Angeles County residents will pay.

Orange County Librarian John Adams said Wednesday that there is a clear parallel between the two counties.

"Orange County, like Los Angeles, was severely impacted by the (1993 tax) shift. I think the conclusion that has to be drawn is that very strong measures are necessary if the situation is going to be resolved."

Several of the Orange County supervisors mentioned the possibility that voters would strongly reject the idea.

"I'm still in the process of working through all the alternatives," Supervisor William Steiner said. "Just preliminarily, I'm not sure I am supportive of taking this to the voters. It's abdicating our responsibility to make decisions with regard to spending priorities. I'm not sure there are not other measures that can be taken rather than going to the voters for a tax increase."

Among those, Steiner said, are consolidating existing libraries

that are only a few miles apart or dipping into the county's \$400 million general fund.

"I'm not ruling out going to the voters, but I would be surprised if (a benefit assessment) passed," Steiner said.

Like Steiner, Supervisor Gaddi Vasquez said he would be reluctant to follow Los Angeles County's lead without convincing himself that there is no other way to pay for library operations.

"I have some questions about the structure and way the library system functions, and whether it might function in a more cost-effective way," Vasquez said.

"I suspect there may be other things we can do to accomplish the fiscal objective of balancing libraries without engaging in these kinds of (taxing) measures."

Even Board Chairman Thomas F. Riley, who appointed the task force, expressed doubt that a tax would gain local support. Riley said he received a strong backlash against the idea after The Orange County Register ran a critical editorial. Riley said 20 to 30 calls against the tax came in and none in favor.

"I tried to explain to them that this was a serious problem and I had appointed 15 responsible people to find a solution. I couldn't tell (the task force members) not to consider a tax — that would be an insult."

Riley said he strongly supports funding the libraries, but a consensus must be reached on how to do so.

"I'm not ready to say we can't solve the problem. It's just one of these difficult things like finding a site for a new jail. We're going to have to reach a solution somewhere along the line. It just depends on what leadership we have."

Supervisor Harriett Wieder was traveling in Micronesia as a director of FHP, a private health-care company, and was not available to comment, a spokesman said.

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The Register
Daily SEP 07 1991

On the right page

332

On the issue of county library funding, at least three of Orange County's five supervisors deserve thanks for not letting their knees jerk toward their constituents' wallet-pockets. A "citizens' " task force recently suggested a new tax on property owners as the road out of the red for the county's library system, the funds for which have been diminished by Sacramento's seizure of property-tax dollars.

Supervisors Roger Stanton, Bill Steiner, and Gaddi Vasquez told the Register's Chris Knap that, in so many words, they're not buying. Can't more efficiencies be wrung out of the system? seemed to be the common theme of the three — a question pregnant with common sense. (Supervisor Harriett Wieder was out of town, while Supervisor Tom Riley, who appointed the tax-happy commission, was artfully ambiguous in responding to its recommendation, although he apparently had been chastened by a mini-torrent of phone calls from constituents who complained they're taxed to their keisters already, thank you.)

Any county official genuinely interested in alternatives to the old-think expedient of raising taxes ought to turn his or her eyes toward Palm Springs. Under city librarian Henry Weiss, that city's system has been a model of entrepreneurship, stretching library dollars while improving service by consolidating facilities and turning to volunteers for a significant share of tasks. It has also increased the proportion of its revenue that is generated by the library itself (rather than by taxes) from 2 percent when Proposition 13 was passed to more than 24 percent today.

The businesslike ventures that have spurred that growth include publishing and aggressively marketing a book on city history; energetic fundraising from private donors

(shades of the days of Andrew Carnegie, the private benefactor of so many of our "public" libraries); launching a library-sciences M.A. program for the University of Arizona; and contracting with the neighboring city of Rancho Mirage to handle its library services. Concerning this last point, library operations in Palm Springs are more efficient and less bureaucratic than Riverside County's, which had the Rancho Mirage contract previously; the money Rancho Mirage is saving on the new arrangement will allow construction of a library building, whereas the county provided, for the same amount of dollars, only a one-day-a-week bookmobile.

Also in Palm Springs, a non-profit group formed a couple of years back to open a citizen-run library facility. This new library, open to the general public as much as any tax-supported library, is going strong. "The citizens of Palm Springs gave books by the thousands," reports journalist Elizabeth Larson in the March issue of Reason. "The library now has more than 8,000 volumes in its collection — 5,000 more than the public library had — and more arrive every day." Jeremy Crocker, president of the library's board of trustees, credits the "goodheartedness and friendliness" of Palm Springs residents with helping this experiment fly.

The basic point: Raising taxes relieves public officials of the fiscal incentive to think creatively, the necessity that can mother invention and new efficiency. The supervisors in Los Angeles County went that route last week, voting for a special assessment to help buttress their libraries instead of demanding a searching performance audit of how the system spends the dollars it already has. It should be a source of pride for Orange County residents that at least three of their own supervisors aren't reading from the same book.

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The Register
Daily SEP 18 1994

Librarians are professionals and libraries are essential

³³²
It seems the "dumbing down" of America has reached new heights with the *Register* editorial "On the right side" [Opinion, Sept. 7], wherein the writer applauds the county supervisors' questioning whether they can continue to reduce funding to the county library system and make it more efficient at the same time.

The writer goes on to praise the "businesslike ventures" of the Palm Springs library in generating 24 percent of its own funding. Later on in the editorial the fact slips out that the Palm Springs library consists of only 3,000 books, a library that is smaller than most bookstores. A pancake breakfast could raise 24 percent of the funding for a library that size.

The editorial also claims that libraries could be run just as efficiently with volunteers doing the lion's share of all library work. Though volunteers do a wonderful service to the public and have helped keep many libraries open, there is a limit to their availability.

Most people don't realize that the oft-berated librarian is a highly trained professional who possesses a master's degree in library science. Libraries are used for public meetings, literacy classes, study centers, and myriad public functions.

At a time when a record number of students is not even learning the basic reading, writing, and arithmetic skills necessary to survive in modern society, library bashing is unconscionable. There is a direct correlation between the rise in graffiti and drive-by shootings and the decline of library and school funding. Young people need a place to learn positive values and escape from the dead-end future they are being thrust into.

If the editorialist wants to pick on a bloated bureaucratic program he/she ought to look at the sides of the local freeway. The cost of one year's construction and upkeep on our million-dollar-a-mile graffiti billboard/sound walls would be enough to fully fund the county library system well into the next century.

Libraries should be open seven days a week from 7 a.m. to 9 p.m. Anything short of that is a disservice to the public. Perhaps the editorialist didn't realize that if our future generation doesn't learn to read, there won't be any need for a newspaper. And without a job, the writer should have plenty of time to volunteer to work at the public library.

Doug Frederickson
Corona

She's one for the books

332
**Friends of Library
President Pat Irot
is preparing for
annual book drives**

By Joe Bel Bruno
North County News

Pat Irot finds herself in an interesting situation when pressed about her habits of checking out books from the Placentia Library.

Though she has been one of the library's most passionate volunteers, Irot admits she rarely breaks out the library card. But she's got logical explanation.

"I don't usually check out too many books," said Irot. "I'd rather own them."

As president of the Friends of the Library, Irot said one of her main tasks has been annual book sales. Each year the volunteer group holds two book drives to raise funds by selling old books.

Not only does Irot help price and sell the books, but she's a big buyer. Books have taken up a big part of Irot's life in Placentia.

She became a teacher in the Placentia School District in 1968, and later served as principal at Woodsboro and Rio Vista elementary schools.

She retired from the district in 1986, but her involvement with books didn't end. Irot, who had joined Friends of the Library in the 1980s, became the group's president.

She said she gives about 20 hours of volunteer time a week to the library.

"Our library has always depended on volunteers," she said. "In these crucial times where finances aren't there, volunteers have become almost a mainstay at libraries. There would be no library without them."

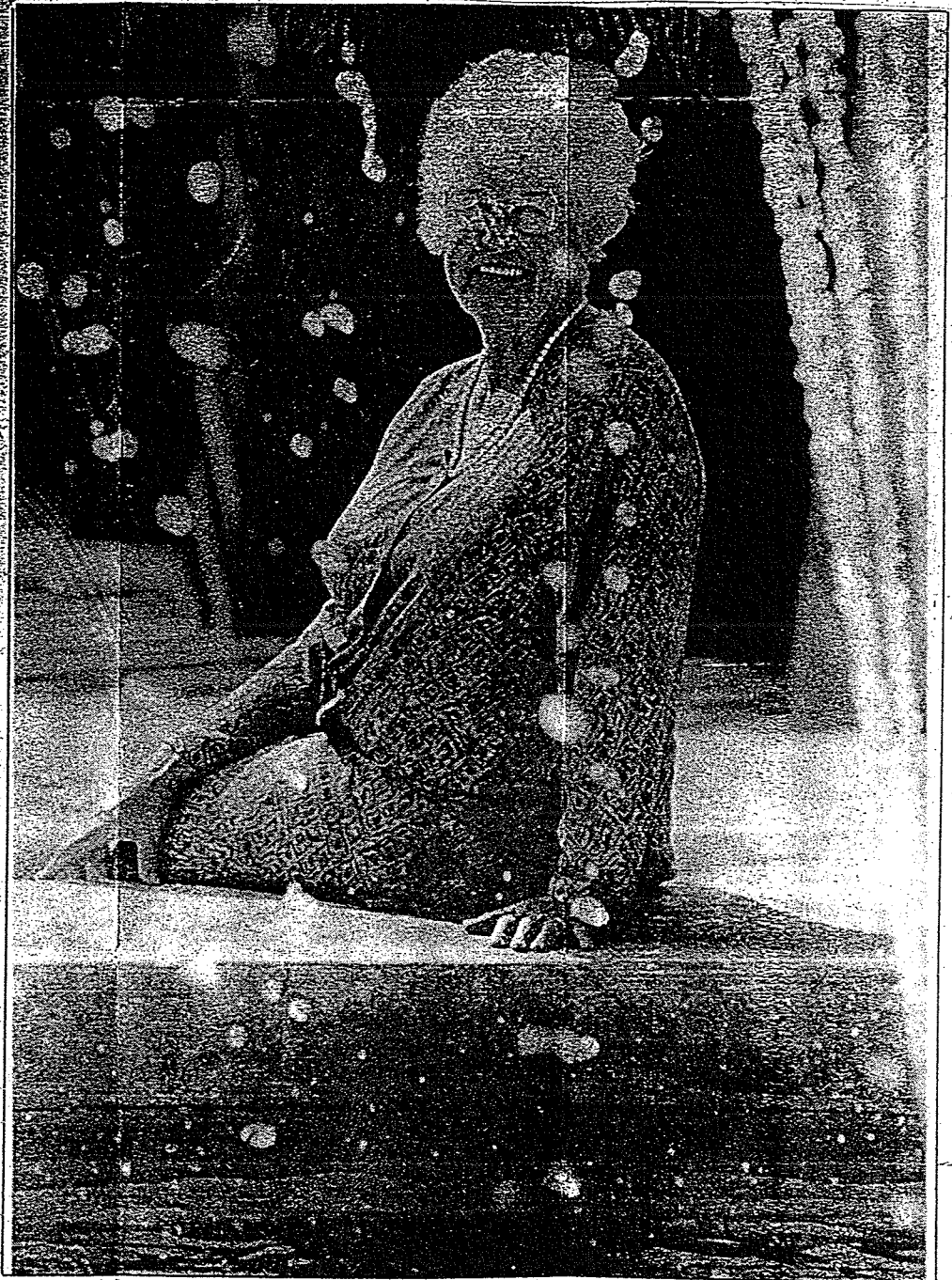
There are about 200 members of the Friends of the Placentia Library, she said.

One idea Friends of the Library came up with was to raise funds is the "Adopt-A-Book Program." The program allows residents to donate money to the library's book budget.

Everyone that donates can select what genre of book they want purchased. Once the books is purchased, the library inserts a nameplate into the book as a tribute to the person who made the donation. So far the program has raised \$13,000 in one year, Irot said.

Principal Librarian Suad Ammar praised Irot's work with the library.

"She is involved in so many things, its hard to keep track," Ammar said. "Without people like her, I don't know where we



Pat Irot, president of the Friends of the Library and a member of the Placentia Pride Council, gives countless hours of volunteer work to the Placentia Library.

M. Loren Hernandez/North County News

would be. I don't know what this library would be like."

Irot is more modest about her accomplishments with the library. She believes her work there is something that just needs to be done.

"I love working there. I feel like we are helping future generations, the children, and that's what is important to me," said the former school teacher. "The library is an important place in

this community. We need to respect it."

The library will be the center of attention in October when it is honored for serving Placentia for the past 75 years. Irot serves on the anniversary committee, which is planning events that will be held during the month.

"We are really coming along with it. This should prove to be very exciting," Irot said about the anniversary party set for Oct. 16.

Irot also is involved with the Placentia Pride Council. The group formed after the library was commissioned to perform a study of the community.

"There are so many great things about this community," said Irot, who moved to Placentia with her husband, Pete, in 1968. "The more we put into the community, the more we get out of it. That's why volunteering is such a big part of my life."

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Placentia News
Weekly SEP 15 1991

HISTORIC OCCASION



During a meeting of the Placentia Historical Committee at the Nenno House, an official city historical plaque was presented to the new owners, the members of the Richard O'Hara CPA firm. Among those attending are, from left, Elvia Torres, Kathy Frazee, Pat Irot of the Friends of the Placentia Library, Marie Schmidt, Janis Biggins, Joy Finch, Terry Poitevin, Cecil Rospaw, Richard O'Hara and John Walcek. The Nenno House, at Palm Drive and Placentia Avenue, was built by pioneer rancher John Nenno in 1907 and restored for use as offices in accordance with design criteria in keeping with the historical integrity of the house.

Placentia Library District Information for Teachers

Preschool - Primary - Intermediate Edition



Placentia Library District 411 East Chapman Avenue Placentia, CA 714-528-1925

75th ANNIVERSARY CELEBRATION

Placentia Library District's 75th anniversary party will be held on Sunday, October 16, 1994 at 2:00 P.M. in the Civic Center courtyard. Virginia Carpenter, Placentia's historian, author and former librarian will be the guest of honor. Huell Howser, producer and star of California Gold will be the keynote speaker. Placentians who's 75th birthday fall between October 1993 and October 1994, will also be honored at the Celebration. The whole community is invited and encouraged to attend this historic event.



The Gift of Reading... A LIBRARY CARD!

October is Library Card Sign-up month in Placentia! It is the goal of the Placentia Library District to encourage every child to have and to use a Library card. This school year children will be needing to use the Library for assignments and it gives

additional confidence if they have their card and are familiar with the Library. Each child who gets their card will be shown around the children's department so they will be knowledgeable, comfortable and at ease.

Every child who comes into the Library with a parent that has proof of their address and signs up for a new Library Card beginning September 15 through October 31 will receive a free Library pencil and be eligible to enter a drawing to win a new BOOK. Twenty lucky winners will be drawn. Please urge your students to come in NOW, sign up for a new LIBRARY CARD, and begin checking out GREAT BOOKS right away.

Library cards are free to all California residents.

EL DORADO DRAMA

On November 10th at 7:00 P.M. the El Dorado drama class directed by Gai Jones will present a series of short skits from titles nominated for the Young Readers Medal Award.

READING RODEO: 1994 SUMMER READING PROGRAM

During the summer 924 children read 10,579 books for enjoyment and prizes as participants in the Summer Reading Program at Placentia Library.

Star reader certificates and a free meal at the Whole Enchilada Restuarant were earned by 338 children who read a minimum of 15 books and visited the Library at least five times during the summer. Many children read even more books and were able to enter a weekly drawing for more prizes. Each elementary school will a list of their students who completed the Summer Reading Program.

CONGRATULATIONS TO BROOKHAVEN ELEMENTARY who had the most students participate in the Summer Reading Program.

The Summer reading program is sponsored annually by the Friends of the Placentia Library.

SEPTEMBER - NOVEMBER, 1994

8th Annual Camp Library



Bring your sleeping bag, pillow, favorite teddy bear and come prepared to have a great night in the Library. Children, ages 4 - 12 accompanied by a parent, will spend the whole night in the Library on November 18, 1994 from 7:30 P.M. - 7:30 A.M. Special entertainment, games, a scavenger hunt, crafts, movies, readers theatre and lots of food and fun will be enjoyed by the families all evening. Registration begins on October 24 and is limited to the first 50 children at a cost of \$3.00 per person. A continental breakfast is included!

Camp Library is sponsored by the Friends of Placentia Library.

New in the Children's Department!

Information Finder, the World Book Encyclopedia on CD Rom, is now available in the Children's Department. Information Finder makes research easy and fun! It can be used to locate information from a variety of different resources including articles, tables, pictures and maps. The system includes 17,000 articles, 1,700 tables, 150,000 index entries and 1,600 bibliographies to lead the student to further reading on their subject. Other features include an extensive atlas and a dictionary. Be sure to tell your students that they can come to the Library and use the new Information Finder. The Library staff will be glad to help them learn how to use it. Copies of a map, a table, one page of an article or a whole article may be printed out for ten cents a sheet.

ALERT! ALERT! ALERT! ALERT!

The Children's Department is offering a REWARD to those teachers who *ALERT* us of upcoming assignments! A special reading poster will be sent to teachers who help us in assuring that their students are able to locate the information they need for successful completion of their assignments.

This is so important because each day children come into the Children's Department looking for information to successfully complete their homework assignments. Most of the time we are able to meet those needs. Unfortunately, sometimes when whole classrooms are assigned a particular topic, the first few students to arrive at the Library check out all of the available materials. This is very hard on those children who are not able to get the books they need. If we know about an assignment in advance we will put books on SPECIAL RESERVE for a classroom. This means that the books will not be checked out, but held in the Children's Department so they will be accessible and available to everyone.

We would like to again stress the importance of the **ASSIGNMENT ALERTS**. Just fill out our special form and mail it to us, or simply call the Children's Department at 528-1925 and we will select materials for your classroom and keep them on special RESERVE until the need is over.

Thank you for your help and cooperation.

HOW TO DRAW CARTOONS WORKSHOP FOR CHILDREN

Please encourage your students come meet children's author and cartoonist Phil Yeh at the Placentia Library on September 26, 1994 at 4 P.M. He will be teaching cartooning and how to write comic strip and stories. Phil Yeh, of Cartoonists Across America, has written 40 cartoon books, and has create many cartoon characters dealing with the importance of literacy, which includes the famous "Avoi Extinction - READ" saying and drawing. His public speaking incorporates live cartooning and lots of humor to entertain and inspire the children. Comic books (\$2.00) and Hardbacks (\$10.00) written by Ph Yeh will be available for purchase and autographing after the workshop. The workshop will be held in th Meeting Room at the Library from 4 - 5 P.M. Children (ages 5 and up), parents and teachers ar encouraged to attend this very special program.

LIBRARY HOURS

Monday - Wednesday	12:00 NOON - 8:00P.M.
Thursday & Saturday	10:00 A.M.- 6:00P.M.
Friday	CLOSED
Sunday	1:00 - 5:00 P.M.

Information for Teachers is published in September, December, March and May by the staff of Placentia Library District. Kay Schneider, M.L.S., Editor.

Placentia Library District Information for Teachers

Junior and Senior High School Edition



Placentia Library District ■ 411 East Chapman Avenue ■ Placentia CA 92670 ■ 714-528-1925



PLACENTIA LIBRARY 75th Anniversary Celebration

Placentia Library District's 75th Anniversary party will be held on Sunday, October 16, 1994 at 2:00 P.M. in the Civic Center Courtyard. This will be the conclusion of a full year of anniversary events.

The keynote speaker on October 16 will be Huell Houser, the producer and host of PBS's *California Gold*. Virginia Carpenter, Placentia's historian, author and former Librarian will be the guest of honor. Placentians who's 75th birthday fall between October 1993 and October 1994, will also be honored. Other highlights of the celebration will include dramatic readings of glimpses of Placentia history and the recognition of the photography contest winners.

The whole community is invited and encouraged to attend this this historic event.

LIBRARY HOURS

Monday - Wednesday 12:00 NOON - 8:00 P.M.
Thursday & Saturday 10:00 A.M. - 6:00 P.M.
Friday CLOSED
Sunday 1:00 - 5:00 P.M.

COMMUNITY SERVICE OPPORTUNITIES

The Placentia Library is aware that High School Seniors are required to do community service as part of their graduation requirements. The Library is looking for student volunteers to assist in many areas. Volunteer duties might include shelf reading, book processing, checking in books, helping with special projects like the 75th Anniversary Celebration. Volunteers are also needed in the Children's Department and in the Literacy program. Volunteer applications are available at the Library circulation desk.

For further details, please contact our Volunteer Coordinator at 528-1906.

MAY WE SUGGEST

- ☐ Take some time to visit the Library and become familiar with the collection, and what the Library has to offer for students. New materials, (circulating and reference) are added all the time.
- ☐ Come and meet the Librarians.
- ☐ Try to give the Library advance notice of major assignments. A special reserve shelf of needed materials will be set aside for your students use.

Information for Teachers, Junior and Senior High School Edition, is published in September, December, March and May by the staff of Placentia Library District, Julie Shook, M.L.S., Editor.

SEPTEMBER - NOVEMBER, 1994



ASSIGNMENT ALERTS!



Each school year, area students visit the Placentia Library looking for information they need to complete school assignments. The Placentia Library invites teachers to help in making this a productive and positive experience for their students.

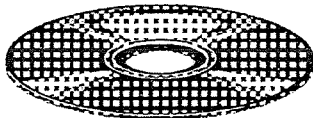
The **ASSIGNMENT ALERT** is designed to notify the Library staff of upcoming assignments. By using the **ASSIGNMENT ALERT**, teachers and librarians together can make sure that students will find what they need when they come to the Library.

Information on a particular subject may be limited and if the Library is not aware of an assignment, the first two or three students may check out all of the available materials. If the Library knows in advance, the staff will place the requested materials on *RESERVE* so that all of the students will have access to the information.

Teachers are invited to visit the Library to pre-select the materials they wish to be put on *RESERVE* for their classroom. If this is not convenient the Library reference staff will select the items based upon the information provided by the teacher.

Thank you for helping the Library provide quality services to the students in the community. Assignment alerts will be distributed next fall, if you need one now please call Suad Ammar at 528-1925. Thank you for your cooperation.

Spotlight On Reference Tools CD-ROM Resources



The Library has several products available for students use on CD-ROM. They include: The Magazine Article Summaries, a periodical index, The Social Issues Resource Series and The Orange Country Register. The Register goes back to 1987, and both the SIRS and the Register include full text articles. The Children's Department has just received the World Book Encyclopedia on CD-ROM.



COMING SOON

Installation will soon begin on a full text CD-ROM version of the Los Angeles Times. The Library will also be installing a science and technology encyclopedia and a poetry index on CD-Rom.

Articles and citations on all these products can be printed out at the cost of 10 cents per page.

The Reference staff will be always be available to help anyone use these research tools.

CLASS VISITS

Teachers are invited to schedule visits to the Library so students may learn about the Library's resources and the best way to use them. Any of the following activities may be requested for your visit:

Tour of the Library.

Instruction in general library skills, including using the computer catalog, the Dewey Decimal System, the magazine and newspaper indexes, etc.

Specialized library skills instruction for a particular assignment, e.g. poetry resources, biographical sources.

Booktalks.

Class visits to the Library and librarian visits to classrooms should be requested at least 2 weeks in advance of the desired date. Due to budget cuts, the Placentia Library has been forced to reduce it's hours. The only morning the Library is open for class visits is on Thursday. Afternoon class visits are possible Monday through Thursday. Please contact Julie Shook or Suad Ammar at 528-1925 for additional information and scheduling.

TO: Elizabeth Minter, Library Director
FROM: Katie Matas, Literacy Coordinator *KCM*
DATE: October 17, 1994
SUBJECT: **Placentia Library Literacy Services Report for the month of September**

Program Statistics

Active tutors: 55
Active students: 80
Students waiting to be matched: 29
Percentage of tutors reporting (September hours): 85 %
Tutoring hours reported: 336.5
Other volunteer hours reported: 232
Total volunteer hours: 568.5

Southern California Library Literacy Network (SCLLN). Thursday, September 8, 1994, SCLLN celebrated International Literacy Day with an event held at Santa Fe Springs Library which included a live band, a storyteller and guest appearances by Disney's Beauty and the Beast. The masters of ceremony were the morning radio team from K-BIG radio station. The event was also the kick-off for the new literacy 800 number sponsored by the Los Angeles Times (800-707-READ) which refers callers to the literacy program located within the zip code they choose.

The regular meeting of SCLLN was held at Corona Public Library on September 20, 1994. Literacy Coordinator Walters and Library Board President Dinsmore attended.

Tutor Training Workshop Follow-up Meeting. Graduates of the July tutor training workshop met on Tuesday, September 13, 1994 to discuss their tutoring experiences. The tutors left the meeting ready to try some of the ideas that had been shared.

Tutor/Student Recognition Program. Phil Yeh of Cartoonists Across America was the guest speaker at the annual recognition program sponsored by Placentia Library Literacy Services and Literacy Volunteers of America - Placentia on Monday, September 26, 1994. Forty-five people attended the event. Awards were presented to Basic Reading Student of the Year - James Muskelly, English as a Second Language Student of the Year - Alvaro Rivas, Tutor of the Year - Ken Cantwell and the Don A. Schweitzer Award of Excellence recipient - Dale Goodman. Everyone in attendance was presented with a t-shirt that promotes reading and advertises the Literacy Program. The shirts were signed by the designer and program speaker, Mr. Yeh.

Placentia Library Literacy Services Report, October 17, 1994, Page 2.

Cable Television Program. Wednesday, September 28, 1994, Library Employee and Literacy Student, Esther Guzman represented Placentia Library Literacy Services (PLLS) at the taping of a Comcast Cable program entitled "Living Life and Learning." Dr. Leigh Bentley from California State University, Fullerton called and asked if there was a student who had been helped by the Literacy Program that would be willing to appear with her on the cable television program. Dr. Bentley's office will notify the Library when the program will be broadcast. Mrs. Guzman will receive a copy of the tape.

Networking. Literacy Coordinator Walters represented PLLS at the Placentia Chamber of Commerce breakfast and Literacy Coordinator Matas attended the Chamber mixer.

TO: Elizabeth D. Minter, Library Director
FROM: Jeannine Walters, Families For Literacy Coordinator
DATE: October 17, 1994
SUBJECT: Families For Literacy Report for the month of September

Program Statistics.

Attendance

September 14	9 adults	14 children
September 21	21 adults	19 children
September 28	15 adults	17 children

Books

Twenty books were given away this month.

Current Program Status. Classes began on September 12. ESL classes are being held at the Backs Building on Tuesday and Thursday mornings from 9:00 - 11:00 A.M. The Library program is held in the Library's Meeting Room on Wednesday mornings from 9:00 - 11:00 A.M.

As the statistics show, attendance for the first three weeks has been good. Some of the families who participated last year have returned. Before classes began, attempts were made to contact each family that participated last year, but the majority could not be reached at the telephone number on file. Other forms of contact may be attempted in the future.

Prior to the first class, a meeting was also arranged between FFL Coordinator Walters and the ESL teacher, Jaime Arnold. Arnold is new to the FFL program, but she has taught ESL classes through Adult Education before. Therefore discussion at the meeting primarily focused on course content and areas of content especially requiring collaboration.

Staffing. Three childcare workers have been hired. One of the workers was with the program last year. The other two workers have worked as bilingual aides in elementary schools in the Placentia-Yorba Linda Unified School District for several years. One of these workers is also assisting as the bilingual interpreter during the programs held at the Library..

Intern. Julie Drogo is continuing to work on an informational flyer that will be ready for distribution shortly.


Networking. FFL Coordinator Walters and Library Board President Dinsmore attended the Southern California Library Literacy Network meeting on September 20. The meeting was held at Corona Public Library. The main topics of discussion were the kick-off celebration for the new Literacy 800 number on September 8, 1994 and the feasibility of SCLLN becoming a 501(c)3 organization

Families For Literacy Report, October 17, 1994, Page 2

The FFL Coordinator also attended the Placentia Chamber of Commerce breakfast held on September 29 at the Alta Vista Country Club. The guest speaker was Susan G. Gaines from the Employment Development Department. She focused on the services that the EDD provides to employers who are looking for employees.

Training. A workshop at Santa Fe Springs Public Library was attended by FFL Coordinator Walters and Children's Librarian Schneider on September 28. Maria Salvadore from Washington D.C. Public Library was the presenter. She demonstrated how children's books can be used to create discussions with parents about parenting topics and skills. Literacy Coordinator Matas implemented the program at the Library in the FFL Coordinator's absence.

TO: Elizabeth Minter, Library Director

FROM: Suad Ammar, Principal Librarian 

DATE: October 11, 1994

SUBJECT: **Placentia Pride Council Report for the Month of September, 1994.**

The meeting was held on Thursday September 15, 1994. Five members were in attendance.

Incorporation: The Articles of Incorporation and Non-Profit exemption requests were filed. The cost for filing is \$30.00.

Legal workshops: Council discussed starting the law seminar series with "Family Law" on November 7, 1994 at the Library. The speaker may be Violet Woodhouse. Western States Law School is assisting in confirming that. The next seminar will be on December 1, on consumer rights. Mr. Reid will contact the City to see about the availability of the Whitten Center for holding a seminar on Immigration Law in that location.